

**ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue/ Financing Sources</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
BOARD OF SUPERVISORS	1-1-1	3,583,001	-	3,583,001
LEGISLATION	1-1-4	439,898	-	439,898
CLERK OF THE BOARD	1-2-1	885,493	66,500	818,993
COUNTY ADMINISTRATIVE OFFICE:				
COUNTY ADMINISTRATIVE OFFICE	1-3-1	3,232,502	-	3,232,502
LITIGATION	1-3-5	363,681	-	363,681
JOINT POWER LEASES	1-3-6	21,039,293	-	21,039,293
COUNTY COUNSEL	1-4-1	8,132,085	4,761,611	3,370,474
HUMAN RESOURCES:				
HUMAN RESOURCES	1-5-1	5,380,631	302,500	5,078,131
EMP HEALTH & WELLNESS	1-5-5	35,000	35,000	-
UNEMPLOYMENT INSURANCE	1-5-7	4,000,000	-	4,000,000
INFORMATION SERVICES:				
APPLICATION DEVELOPMENT	1-6-1	9,407,884	3,755,256	5,652,628
EMERGING TECHNOLOGIES	1-6-7	1,382,107	245,320	1,136,787
HEALTH CARE COSTS	1-7-1	135,812,669	120,812,669	15,000,000
BEHAVIORAL HEALTH:				
BEHAVIORAL HEALTH	1-9-1	110,521,180	108,678,427	1,842,753
OFFICE OF ALCOHOL AND DRUG ABUSE	1-9-12	20,577,850	20,428,392	149,458
PUBLIC HEALTH:				
PUBLIC HEALTH	1-10-1	75,553,056	74,900,946	652,110
CALIFORNIA CHILDREN'S SERVICES	1-10-20	12,713,007	11,174,966	1,538,041
INDIGENT AMBULANCE	1-10-24	472,501	-	472,501
LOCAL AGENCY FORMATION COMMISSION	1-11-1	154,000	-	154,000
COUNTY SCHOOLS	1-12-1	2,775,264	-	2,775,264
TOTAL GENERAL FUND		<u>416,461,102</u>	<u>345,161,587</u>	<u>71,299,515</u>

**ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY**

SPECIAL REVENUE FUNDS

		<u>Approp Requirements</u>	<u>Revenue</u>	<u>Fund Balance</u>
COUNTY ADMINISTRATIVE OFFICE:				
FEDERAL FOREST RESERVE	1-3-9	65,400	65,400	-
MASTER SETTLEMENT AGREEMENT	1-3-11	29,418,272	18,596,435	10,821,837
HUMAN RESOURCES:				
COMMUTER SERVICES	1-5-9	717,905	395,000	322,905
EMPLOYEE BENEFITS & SERVICES	1-5-12	4,971,537	2,196,000	2,775,537
ARROWHEAD REGIONAL MEDICAL CENTER:				
TOBACCO TAX	1-8-12	1,883,777	1,755,000	128,777
BEHAVIORAL HEALTH:				
SPECIAL PATIENT ACCOUNT	1-9-16	3,496	1,760	1,736
DUI PC 1000 PROGRAM	1-9-18	332,847	111,254	221,593
STATE NNA CARRYOVER PROGRAM	1-9-23	3,783,547	1,525,000	2,258,547
COURT ALCOHOL & DRUG PROGRAM	1-9-25	972,682	420,000	552,682
PUBLIC HEALTH:				
CAJON PASS	1-10-25	-	-	-
BIO-TERRORISM	1-10-27	4,027,235	2,451,340	1,575,895
VITAL STATISTICS STATE FEES	1-10-29	463,657	151,300	312,357
AMBULANCE PERFORMANCE BASED FINES	1-10-32	40,000	40,000	-
VECTOR CONTROL ASSESSMENTS	1-10-33	2,995,179	1,700,000	1,295,179
TOTAL SPECIAL REVENUE FUNDS		<u>49,675,534</u>	<u>29,408,489</u>	<u>20,267,045</u>

		<u>Operating Expense</u>	<u>Revenue/ Financing Sources</u>	<u>Revenue Over (Under) Exp</u>
<u>INTERNAL SERVICES FUNDS</u>				
HUMAN RESOURCES:				
RISK MANAGEMENT	1-5-15	5,164,475	5,164,475	-
INSURANCE PROGRAMS	1-5-18	56,342,535	68,057,000	11,714,465
INFORMATION SERVICES:				
COMPUTER OPERATIONS	1-6-11	20,842,003	18,091,028	(2,750,975)
NETWORK SERVICES	1-6-15	16,379,146	16,379,146	-
TOTAL INTERNAL SERVICE FUNDS		<u>98,728,159</u>	<u>107,691,649</u>	<u>8,963,490</u>

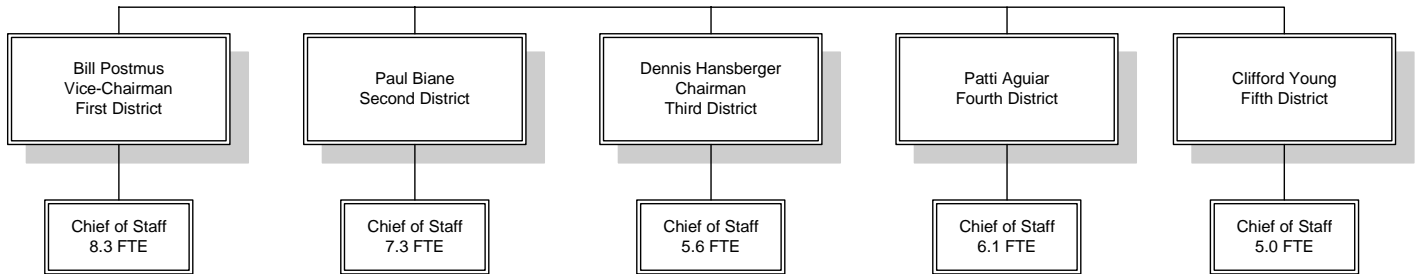
ENTERPRISE FUNDS

COUNTY ADMINISTRATIVE OFFICE:				
MEDICAL CENTER LEASE PAYMENTS	1-3-13	53,385,776	53,385,776	-
ARROWHEAD REGIONAL MEDICAL CENTER	1-8-1	308,682,720	297,970,101	(10,712,619)

BOARD OF SUPERVISORS

Dennis Hansberger, Chairman

ORGANIZATIONAL CHART



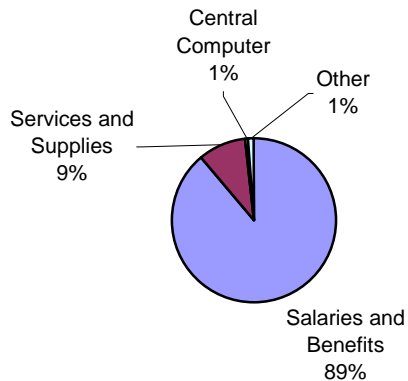
DESCRIPTION OF MAJOR SERVICES

The Board of Supervisors is the governing body of the county government and Board-governed special districts. It establishes policy and exercises supervision over the official conduct of all county officers, Board-governed districts and special commissions. The Board approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

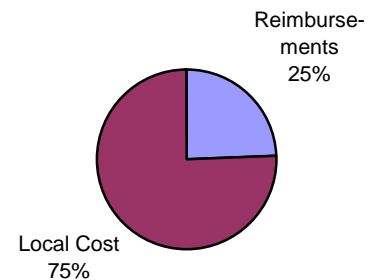
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,086,834	3,812,528	3,628,839	3,583,001
Departmental Revenue	-	-	-	-
Local Cost	4,086,834	3,812,528	3,628,839	3,583,001
Budgeted Staffing		39.5		42.3

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors
FUND: General

BUDGET UNIT: AAA BDF
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,783,717	3,773,236	230,283	-	-	4,003,519	217,559	4,221,078
Services and Supplies	494,125	598,210	10,373	-	-	608,583	(161,927)	446,656
Central Computer	22,719	22,719	11,482	-	-	34,201	-	34,201
Transfers	55,962	77,598	-	-	-	77,598	(30,564)	47,034
Total Exp Authority	4,356,523	4,471,763	252,138	-	-	4,723,901	25,068	4,748,969
Reimbursements	(727,684)	(659,235)	-	(198,860)	(282,805)	(1,140,900)	(25,068)	(1,165,968)
Total Appropriation	3,628,839	3,812,528	252,138	(198,860)	(282,805)	3,583,001	-	3,583,001
Local Cost	3,628,839	3,812,528	252,138	(198,860)	(282,805)	3,583,001	-	3,583,001
Budgeted Staffing		39.5	-	-	-	39.5	2.8	42.3

DEPARTMENT: Board of Supervisors
FUND: General
BUDGET UNIT: AAA BDF

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	39.5	3,812,528	-	3,812,528
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	230,283	-	230,283
Internal Service Fund Adjustments	-	21,855	-	21,855
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	252,138	-	252,138
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(198,860)	-	(198,860)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(198,860)	-	(198,860)
Impacts Due to State Budget Cuts	-	(282,805)	-	(282,805)
TOTAL BASE BUDGET	39.5	3,583,001	-	3,583,001
Department Recommended Funded Adjustments	2.8	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	42.3	3,583,001	-	3,583,001



SCHEDULE B

DEPARTMENT: Board of Supervisors
 FUND: General
 BUDGET UNIT: AAA BDF

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reimbursements	-	(282,805)	-	(282,805)
Transfer from the Priority Policy Needs budget unit, which reduces Board of Supervisors' funding, limiting the Board's flexibility in responding to emerging needs.				
Total	-	(282,805)	-	(282,805)

SCHEDULE C

DEPARTMENT: Board of Supervisors
 FUND: General
 BUDGET UNIT: AAA BDF

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. New Staff within the Fourth District On January 13, 2004, the Board appointed Patti Aguiar to serve as the Fourth District Supervisor. The Supervisor increased her budgeted staff by 0.6 office assistant. In addition to this staffing increase, salaries and benefits for the Fourth District also increased due to step increases for existing staff.	0.6	67,148	-	67,148
2. New Staff within the Fifth District On February 3, 2004, the Board appointed Clifford Young to serve as the Fifth District Supervisor. Supervisor Young reorganized his staff by deleting 1.0 special assistant and adding 0.51 communications director, 0.25 field representative, and 1.0 policy analyst for a net increase of 0.7 budgeted staff.	0.8	47,871	-	47,871
3. Remaining districts staffing changes The remaining districts made minor changes to budgeted staffing. These changes consisted of the deletion of 0.2 public service employee, offset by the addition of 0.6 student intern and 1.0 field representative.	1.5	102,540	-	102,540
4. Net decrease in Internal Service Fund services This net decrease consisted mainly of a \$18,000 decrease in ISD direct labor and \$12,000 decrease in Motor Pool charges due to the election of a private vehicle as an auto allowance option. Some minor decreases were budgeted in the areas of printing and mail services. Offsetting these decreases were net increases in telephone charges and distributed data processing charges.	-	(23,234)	-	(23,234)
5. Decrease in professional services contracts The previous Fifth District Supervisor maintained a professional services contract that was discontinued when the new Supervisor took office. The budget was applied to salaries and benefits.	-	(35,000)	-	(35,000)
6. Net decrease in services and supplies Overall net decrease in the remaining services and supplies expenditures. The major decrease of \$119,441 in general office expense is offset by increases in noninventoriable equipment, special departmental expense, and computer hardware.	-	(103,693)	-	(103,693)
7. Net decrease in rent expense via transfer During the 2003-04 year, the First District and Fourth Districts each moved into new district offices. The moves net to an overall decrease in rent expense, which is paid via a transfer to the Real Estate Services department.	-	(30,564)	-	(30,564)
8. Increase in reimbursements The Board has budgeted for an increase in reimbursements from the Priority Policy Needs budget.	-	(25,068)	-	(25,068)
Total	2.8	-	-	-



Legislation

DESCRIPTION OF MAJOR SERVICES

This program provides federal and state advocacy services to the County of San Bernardino. On February 5, 2002, the Board of Supervisors approved an administrative report that recommended numerous enhancements to San Bernardino County's legislative program. Through the restructuring of federal and state advocacy offices, six advocates currently represent the County. The creation of this new budget unit was approved by the Board of Supervisors on December 17, 2002 and was established to consolidate expenses associated with state and federal advocacy efforts.

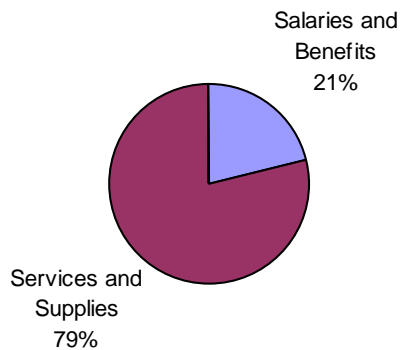
There is one staff position funded through this budget unit. The position is the Director of Legislative Affairs for the Board of Supervisors.

BUDGET AND WORKLOAD HISTORY

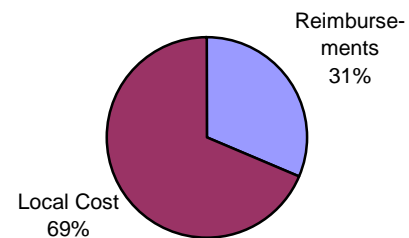
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	474,914	439,878	439,898
Departmental Revenue	-	-	-	-
Local Cost	-	474,914	439,878	439,898
Budgeted Staffing		1.0		1.0

Estimates are less than budgeted due to the mid-year vacancy of the Director of Legislative Affairs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Legislation
FUND: General

BUDGET UNIT: AAA LEG
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	122,396	147,674	8,565	-	(19,099)	137,140	-	137,140
Services and Supplies	515,082	527,240	350	-	(24,832)	502,758	(190)	502,568
Transfers	2,400	-	-	-	-	-	190	190
Total Exp Authority	639,878	674,914	8,915	-	(43,931)	639,898	-	639,898
Reimbursements	(200,000)	(200,000)	-	-	-	(200,000)	-	(200,000)
Total Appropriation	439,878	474,914	8,915	-	(43,931)	439,898	-	439,898
Local Cost	439,878	474,914	8,915	-	(43,931)	439,898	-	439,898
Budgeted Staffing		1.0	-	-	-	1.0	-	1.0

DEPARTMENT: Legislation
FUND: General
BUDGET UNIT: AAA LEG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	1.0	474,914	-	474,914
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	8,565	-	8,565
Internal Service Fund Adjustments	-	350	-	350
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	8,915	-	8,915
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	(43,931)	-	(43,931)
TOTAL BASE BUDGET	1.0	439,898	-	439,898
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	1.0	439,898	-	439,898



SCHEDULE B

DEPARTMENT: Legislation
 FUND: General
 BUDGET UNIT: AAA LEG

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
New Staff Member	-	(19,099)	-	(19,099)
This budget unit has one position and it is currently vacant. For the 2005 fiscal year, the position is expected to be filled, however, the new employee is expected to begin at step one of the currently budgeted grade.				
Closure of Sacramento Office	-	(24,832)	-	(24,832)
Closed Sacramento Legislation Office reducing rent expense and various other services and supplies expenses associated with that office.				
Total	-	(43,931)	-	(43,931)

SCHEDULE C

DEPARTMENT: Legislation
 FUND: General
 BUDGET UNIT: AAA LEG

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in EHAP Charges	-	-	-	-
Reduced Services and Supplies (\$190) to fund transfers out to EHAP (\$190).				
Total	-	-	-	-



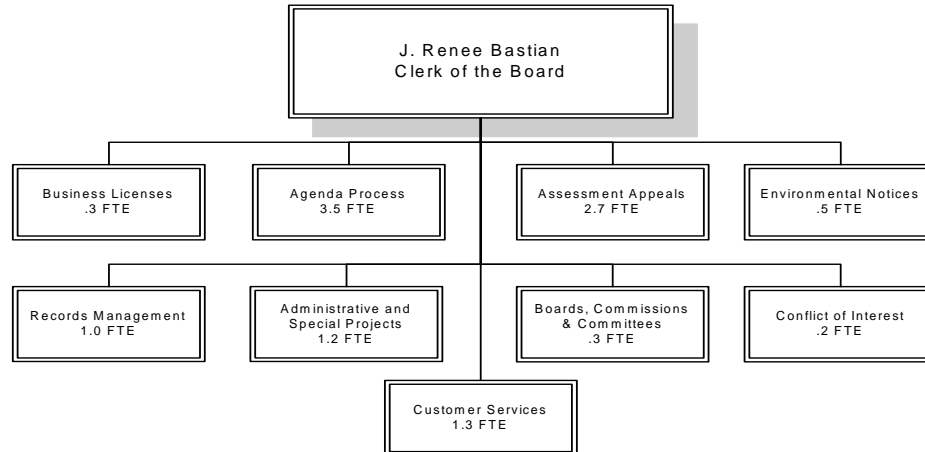
CLERK OF THE BOARD OF SUPERVISORS

J. Renee' Bastian

MISSION STATEMENT

The Clerk of the Board of Supervisors' mission is to maintain official records of the Board of Supervisors' actions and provide accurate and complete information to the Board of Supervisors, County Departments and the public in an efficient, professional and courteous manner so that our records are safe, secure and accessible thus promoting public confidence in a well-run county government.

ORGANIZATIONAL CHART



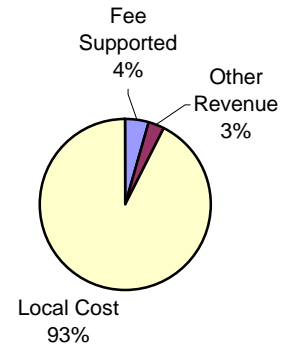
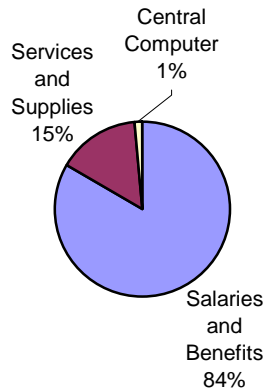
DESCRIPTION OF MAJOR SERVICES

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board, and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares, and distributes the Board agendas; prepares, publishes, and distributes the fair statement of all proceedings before the Board of Supervisors; provides staff support to the Assessment Appeals Board, County Redevelopment Agency, County Industrial Development Authority, In Home Supportive Services Public Authority and County Economic and Community Development Corporation; publishes various Notice of Hearings; maintains and updates the County Code database; maintains the roster of all committees and commissions; issues business licenses for unincorporated areas of the County; posts environmental notices for housing developments, building and/or construction projects and public agencies; and maintains conflict of interest files.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	760,694	912,389	854,468	885,493
Departmental Revenue	75,880	62,500	64,000	66,500
Local Cost	684,814	849,889	790,468	818,993
Budgeted Staffing		14.0		12.0
<u>Workload Indicators</u>				
Board Agenda Items	3,697	3,700	3,600	3,700
Assessment Appeals	2,073	2,700	2,100	2,700
Licenses	143	320	300	320
Notices of Determination	939	900	1,100	1,300
Resolutions	280	350	350	350
Conflict of Interest Filings	1,029	1,250	1,000	1,000
Customer Service Hours	5,000	5,000	3,800	4,500



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE


GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General

BUDGET UNIT: AAA CBD
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
<u>Appropriation</u>								
Salaries and Benefits	722,287	758,551	53,895	-	(80,480)	731,966	4,692	736,658
Services and Supplies	116,915	138,567	4,074	(8,834)	-	133,807	(760)	133,047
Central Computer	12,666	12,670	449	-	-	13,119	-	13,119
Transfers	2,600	2,601	-	-	-	2,601	68	2,669
Total Appropriation	854,468	912,389	58,418	(8,834)	(80,480)	881,493	4,000	885,493
<u>Departmental Revenue</u>								
Licenses and Permits	34,000	34,000	-	-	-	34,000	-	34,000
Current Services	5,000	3,500	-	-	-	3,500	2,000	5,500
Other Revenue	25,000	25,000	-	-	-	25,000	2,000	27,000
Total Revenue	64,000	62,500	-	-	-	62,500	4,000	66,500
Local Cost	790,468	849,889	58,418	(8,834)	(80,480)	818,993	-	818,993
Budgeted Staffing		14.0	-	-	(2.0)	12.0	-	12.0



DEPARTMENT: Clerk of the Board
 FUND: General
 BUDGET UNIT: AAA CBD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	14.0	912,389	62,500	849,889
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	53,895	-	53,895
Internal Service Fund Adjustments	-	4,523	-	4,523
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	58,418	-	58,418
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(8,834)	-	(8,834)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(8,834)	-	(8,834)
Impacts Due to State Budget Cuts	(2.0)	(80,480)	-	(80,480)
TOTAL BASE BUDGET	12.0	881,493	62,500	818,993
Department Recommended Funded Adjustments	-	4,000	4,000	-
TOTAL 2004-05 PROPOSED BUDGET	12.0	885,493	66,500	818,993

SCHEDULE B

DEPARTMENT: Clerk of the Board
 FUND: General
 BUDGET UNIT: AAA CBD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing Reduction - 2.0 Clerk III Positions	(2.0)	(80,480)	-	(80,480)
Reductions in staffing will impact Agenda Processing and Assessment Appeals functions. The turnaround time required to process agenda items will increase, causing possible delays in the execution of contracts which impact grant funding, provision of services by contractors and other services provided to the County. Time required entering Assessment Appeal Application data into the Assessment Appeals Database would also increase, resulting in additional time needed to resolve appeals and the possible loss of property tax revenues due to enrollment of applicant's opinion of value for their property by default.				
Total	(2.0)	(80,480)	-	(80,480)



SCHEDULE C

DEPARTMENT: Clerk of the Board
 FUND: General
 BUDGET UNIT: AAA CBD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reclassification This reclassification is for Staff Analyst I to Staff Analyst II, funded by increased revenues and adjustment from services and supplies. Reclassification of this position has been requested to make the position classification consistent with the duties performed by the employee in that position, for example departmental budget preparation. Human Resources has conducted a classification review of the position and concurs with this request.	-	4,000	4,000	-
2. Increased EHAP charges Move appropriations from services and supplies to transfers out for the increase of \$68 in EHAP charges.	-	-	-	-
Total	-	4,000	4,000	-

SCHEDULE D

DEPARTMENT: Clerk of the Board
 FUND: General
 BUDGET UNIT: AAA CBD

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore Clerk III position The loss of this position would impact the Assessment Appeals and Agenda Processing functions within the department. In Assessment Appeals, property owners disputing the assessed value of their property have the right to a hearing within two years after filing their application. If the deadline is not met the property owner's value is automatically entered into the tax roll which directly impacts the amount of property tax income to the County, i.e. 2001 roll value of Assessment Appeals was \$2.3 billion versus the property owners' value of \$1.3 billion. In the area of agenda processing, the staff processes approximately 3,700 agenda items annually of which two-thirds are contracts. A quick turnaround time in the execution of the documents is important in minimizing penalties due to delayed submission, meeting grant application deadlines and preventing delays in the provision of services by contractors. In FY 2003/2004 there were approximately \$1.2 billion in contracts with \$650 million in grant awards.	1.0	45,911	-	45,911
Total		1.0	45,911	-	45,911



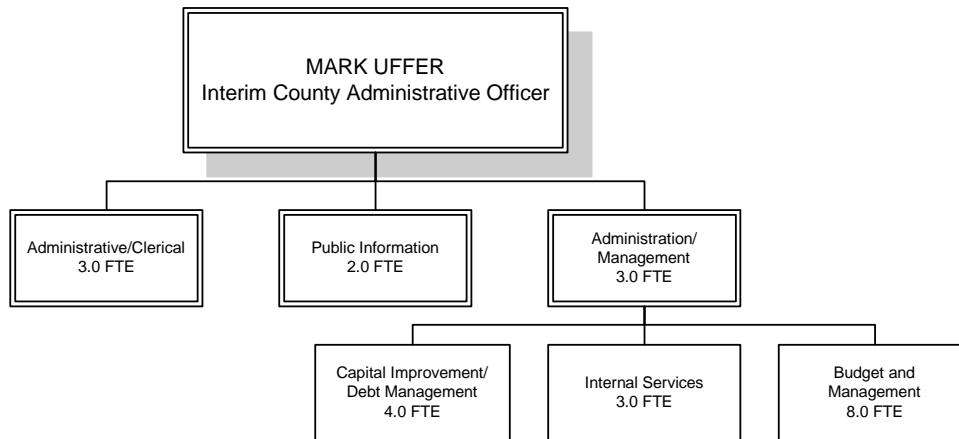
COUNTY ADMINISTRATIVE OFFICE

Mark Uffer

MISSION STATEMENT

The mission of the County Administrative Office is to maximize customer satisfaction with services by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. The County Administrative Office is also responsible for coordinating county activities with other local government entities, including cities and other counties.

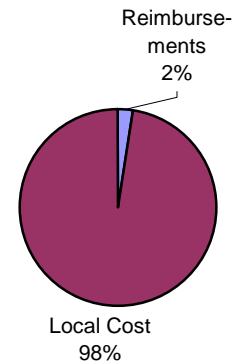
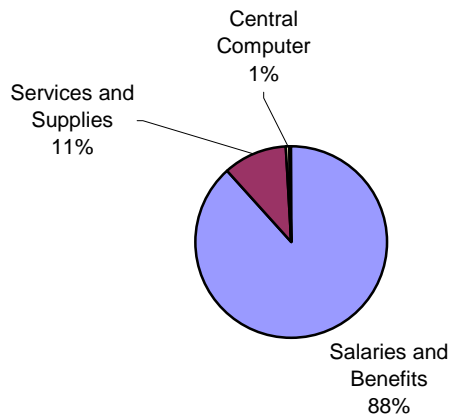
Additionally, the County Administrative Office is responsible for the county's capital improvement program and long-term debt functions.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,019,214	3,466,745	2,899,547	3,232,502
Departmental Revenue	81,899	-	-	-
Local Cost	3,937,315	3,466,745	2,899,547	3,232,502
Budgeted Staffing		26.0		24.0



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General

BUDGET UNIT: AAA CAO
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	2,663,598	3,019,814	178,790	(95,558)	(176,849)	2,926,197	-	2,926,197
Services and Supplies	276,018	486,100	6,127	-	(143,734)	348,493	10,638	359,131
Central Computer	25,391	25,391	(3,019)	-	-	22,372	-	22,372
Transfers	4,907	5,807	-	-	-	5,807	(849)	4,958
Total Exp Authority	2,969,914	3,537,112	181,898	(95,558)	(320,583)	3,302,869	9,789	3,312,658
Reimbursements	(70,367)	(70,367)	-	-	-	(70,367)	(9,789)	(80,156)
Total Appropriation	2,899,547	3,466,745	181,898	(95,558)	(320,583)	3,232,502	-	3,232,502
Local Cost	2,899,547	3,466,745	181,898	(95,558)	(320,583)	3,232,502	-	3,232,502
Budgeted Staffing		26.0	-	(1.0)	(1.0)	24.0	-	24.0



DEPARTMENT: County Administrative Office
 FUND: General
 BUDGET UNIT: AAA CAO

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	26.0	3,466,745	-	3,466,745
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	178,790	-	178,790
Internal Service Fund Adjustments	-	3,108	-	3,108
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	181,898	-	181,898
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(1.0)	(95,558)	-	(95,558)
Mid-Year Board Items	-	-	-	-
Subtotal	(1.0)	(95,558)	-	(95,558)
Impacts Due to State Budget Cuts	(1.0)	(320,583)	-	(320,583)
TOTAL BASE BUDGET	24.0	3,232,502	-	3,232,502
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	24.0	3,232,502	-	3,232,502

SCHEDULE B

DEPARTMENT: County Administrative Office
 FUND: General
 BUDGET UNIT: AAA CAO

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction of 1.0 Administrative Analyst	(1.0)	(120,518)	-	(120,518)
Delete a vacant Administrative Analyst position (\$111,106) and reduce services and supplies (\$9,412) associated with this position and the position deleted on September 23, 2003, during the second phase of 30% reduction.				
Reduction of budget for sesquicentennial events	-	(43,000)	-	(43,000)
On April 15, 2003, the Board approved an item dealing with the sesquicentennial event planning. This item allocated funds of \$43,000 to the County Administrative Office budget unit for 2003-04.				
Decrease in rental equipment.	-	(16,000)	-	(16,000)
Rental equipment had been planned for 2003-04, however, it was not pursued.				
Decrease in professional services	-	(48,219)	-	(48,219)
Reduction in professional services due to the completion of management audits and the customer service survey. There is still \$100,000 in the budget for future management audits.				
Decreases in Internal Service Funds services	-	(11,106)	-	(11,106)
Decreases in the areas of distributed equipment and ISD direct labor.				
Decrease in salaries and benefits	-	(65,743)	-	(65,743)
Salaries and benefits are reduced due to new staff beginning at lower steps than previous budgeted staff.				
Decrease in services and supplies	-	(15,997)	-	(15,997)
Various services and supplies accounts, such as general office expense, publications, special departmental expense, and travel.				
Total	(1.0)	(320,583)	-	(320,583)



SCHEDULE C

DEPARTMENT: County Administrative Office
 FUND: General
 BUDGET UNIT: AAA CAO

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Decrease in EHAP charges Transfers to the EHAP program are reduced.	-	(849)	-	(849)
2. Increase in reimbursements Reimbursements for increased costs associated with the Medical Center Bonds from the Health Care Costs budget unit for support in budget and finance.	-	(9,789)	-	(9,789)
3. Increase in Internal Service Fund services Increases in mail services and records storage costs based on current year estimates.	-	3,940	-	3,940
4. Increases to services and supplies Various services and supplies accounts were increased to better align budget with actuals.	-	6,698	-	6,698
Total	-	-	-	-



Litigation

DESCRIPTION OF MAJOR SERVICES

The litigation budget funds external attorney services and other litigation related expenses. The Board approved the establishment of this budget unit in 2001-02. For 2004-05 local cost has been reduced to reflect the impact of the proposed State budget. The use of contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts during the fiscal year.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,532,605	400,000	375,228	363,681
Financing Sources	870,470	-	-	-
Local Cost	662,135	400,000	375,228	363,681

GROUP: Administrative/Executive
DEPARTMENT: Litigation
FUND: General

BUDGET UNIT: AAA LIT
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Services and Supplies	375,228	400,000	-	-	(36,319)	363,681	-	363,681
Total Appropriation	375,228	400,000	-	-	(36,319)	363,681	-	363,681
Local Cost	375,228	400,000	-	-	(36,319)	363,681	-	363,681

SCHEDULE B

DEPARTMENT: Litigation
FUND: General
BUDGET UNIT: AAA LIT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
External Attorney Services	-	(36,319)	-	(36,319)
This budget unit funds external attorney services and other litigation related expenses on an as needed basis. The use of contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts during the fiscal year.				
Total	-	(36,319)	-	(36,319)



Joint Powers Leases

DESCRIPTION OF MAJOR SERVICES

This component funds the cost of long-term lease payments for joint power facility agreements.

There is no staffing associated with this budget unit.

Leases included in this budget for 2004-05 are:

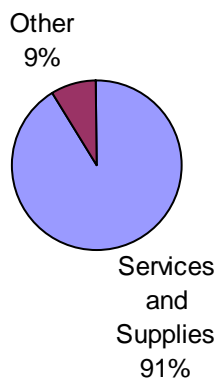
Hyundai Pavilion at Glen Helen	1,167,597
Justice Center/Chino Airport Improvements	6,301,937
1997 Public Improvement Financing (ENVEST, West End Juvenile Facility, Preschool Building)	1,429,091
County Government Center	3,257,300
West Valley Detention Center	<u>7,663,830</u>
Subtotal:	19,819,755
Savings from Refinancing of West Valley Detention Center to be Transferred for General Fund Financing Purposes	2,012,923
Debt Administration (Trustee Fees, Letter of Credit Fees, Remarketing Fees, Auction Agent Fees, Broker-Dealer Fees, Audit and Arbitrage)	730,240
Reimbursements	<u>(1,523,625)</u>
Subtotal:	1,219,538
Total:	21,039,293

BUDGET AND WORKLOAD HISTORY

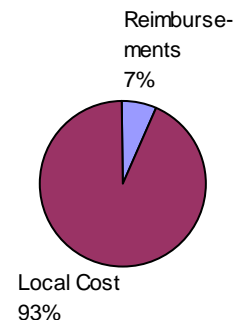
	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>	<u>Estimate 2003-04</u>	<u>Proposed 2004-05</u>
Total Requirements	20,828,948	20,467,787	18,539,641	21,039,293
Departmental Revenue	<u>64,365</u>	<u>-</u>	<u>-</u>	<u>-</u>
Local Cost	20,764,583	20,467,787	18,539,641	21,039,293

2003-04 actual expenditures are estimated to be \$1.9 million less than budgeted. Approximately \$1.8 million of this is attributable to interest savings on the County's variable rate certificates of participation.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Joint Powers Leases
FUND: General

BUDGET UNIT: AAA JPL
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Services and Supplies	16,517,245	18,445,391	2,104,604	-	-	20,549,995	-	20,549,995
Total Exp Authority	16,517,245	18,445,391	2,104,604	-	-	20,549,995	-	20,549,995
Reimbursements	(2,379,351)	(2,379,351)	855,726	-	-	(1,523,625)	-	(1,523,625)
Total Appropriation	14,137,894	16,066,040	2,960,330	-	-	19,026,370	-	19,026,370
Oper Trans Out	4,401,747	4,401,747	(2,388,824)	-	-	2,012,923	-	2,012,923
Total Requirements	18,539,641	20,467,787	571,506	-	-	21,039,293	-	21,039,293
Local Cost	18,539,641	20,467,787	571,506	-	-	21,039,293	-	21,039,293

DEPARTMENT: Joint Powers Leases
FUND: General
BUDGET UNIT: AAA JPL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	20,467,787	-	20,467,787
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	571,506	-	571,506
Subtotal	-	571,506	-	571,506
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	21,039,293	-	21,039,293
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	21,039,293	-	21,039,293



SCHEDULE D

DEPARTMENT: Joint Powers Leases
 FUND: General
 BUDGET UNIT: AAA JPL

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
	Debt Reduction The County has experienced savings on its variable rate debt due to historic lows in short term interest rates. It is anticipated that this budget unit will realize \$1.8 million in budget savings in 2003-04 attributable to these low rates. This policy item requests that this \$1.8 million be used to prepay a portion of the outstanding principal on the Glen Helen Taxable Debt, to reduce the County's future variable rate risk. The estimated budgetary savings for 2004-05 as a result of this action is \$149,000.	-	1,800,000	-	1,800,000
Total		-	1,800,000	-	1,800,000



FEDERAL FOREST RESERVES

DESCRIPTION OF MAJOR SERVICES

In 1908, Congress enacted a law that requires 25% of the revenues derived from the National Forest System to be given to counties in which the lands are situated for the equal benefit of public schools and roads. Pursuant to Public Law No. 106-393, enacted on October 30, 2000, counties could elect to remain under the 25% Payment Method with fluctuating funding levels or change to the Full Payment Method, that requires these revenues to fund either Title II or Title III projects under the Act. The County elected the Full Payment Method. Title II project funds may be used for the purpose of making additional investments in, and creating additional employment opportunities through projects that improve the maintenance of existing infrastructure, implementing stewardship objectives that enhance forest ecosystems, and restoring and improving land health and water quality. Authorized uses for Title III projects include search, rescue, and emergency services; community service work camps, easement purchases; forest-related educational opportunities; fire prevention and county planning; and community forestry. The State Controller's Office distributes funds to each eligible county according to the agreed upon formula and the counties' election of fund distribution.

Title III funding is utilized by County Fire Department to develop fire prevention and community forestry projects that are necessary for the protection of people and property.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	130,368	130,368	65,400
Departmental Revenue	-	65,050	65,050	65,400
Fund Balance		65,318		-

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: Federal Forest Reserves

BUDGET UNIT: SFB CAO
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Operating Trans Out	130,368	130,368	-	-	-	130,368	(64,968)	65,400
Total Requirements	130,368	130,368	-	-	-	130,368	(64,968)	65,400
Departmental Revenue								
Use of Money & Prop	680	50	-	-	-	50	350	400
State, Fed or Gov't Aid	64,370	65,000	-	-	-	65,000	-	65,000
Total Revenue	65,050	65,050	-	-	-	65,050	350	65,400
Fund Balance		65,318	-	-	-	65,318	(65,318)	-



SCHEDULE C

DEPARTMENT: County Administrative Office
 FUND: Federal Forest Reserves
 BUDGET UNIT: SFB CAO

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Title III-Adjustment to Operating Transfer Outs To adjust for 2002-03 Fund Balance appropriation of \$65,318 included in 2003-04 budget. Budgeted appropriations for 2003-04 included fund balance from 2002-03 and projected expenditures for 2003-04 based on anticipated revenue to be received in 2003-04.	-	(64,968)	-	(64,968)
2.	Increase in Interest Revenue Anticipated revenue increase in 2004-05.	-	-	350	(350)
Total		-	(64,968)	350	(65,318)



Master Settlement Agreement

DESCRIPTION OF MAJOR SERVICES

This budget unit accounts for proceeds received from the tobacco lawsuit Master Settlement Agreement (MSA). In late 1998 a settlement was reached in a lawsuit filed by states against the tobacco industry. In California the proceeds of the settlement are to be divided equally between the state and local governments who partnered in the lawsuit. Payments to local governments are based on a formula involving total tobacco sales and each local entity's population.

A majority of the county's total proceeds are used each year to finance a portion of the Medical Center debt.

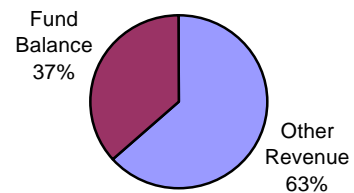
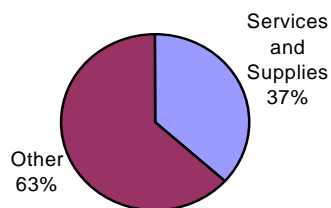
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	18,386,633	27,886,223	17,733,000	29,418,272
Departmental Revenue	21,882,027	17,876,000	18,544,614	18,596,435
Fund Balance		10,010,223		10,821,837

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Master Settlement Agreement
 FUND: Tobacco Settlement Agreement

BUDGET UNIT: RSM MSA
 FUNCTION: General
 ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	9,661,775	-	-	-	9,661,775	1,123,497	10,785,272
Contingencies	-	491,448	-	-	-	491,448	(491,448)	-
Total Appropriation	-	10,153,223	-	-	-	10,153,223	632,049	10,785,272
Operating Trans Out	17,733,000	17,733,000	-	-	-	17,733,000	900,000	18,633,000
Total Requirements	17,733,000	27,886,223	-	-	-	27,886,223	1,532,049	29,418,272
Departmental Revenue								
Use Of Money & Prop	222,600	360,000	-	-	-	360,000	(140,000)	220,000
Other Revenue	18,322,014	17,516,000	-	-	-	17,516,000	860,435	18,376,435
Total Revenue	18,544,614	17,876,000	-	-	-	17,876,000	720,435	18,596,435
Fund Balance		10,010,223	-	-	-	10,010,223	811,614	10,821,837

SCHEDULE C

DEPARTMENT: Master Settlement Agreement
 FUND: Tobacco Settlement Agreement
 BUDGET UNIT: RSM MSA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Remove Contingency Budget As a result of final fund balance, contingencies were budgeted last fiscal year. These contingencies are not budgeted in the 2004-05 fiscal year to provide greater flexibility within this budget unit.	-	(491,448)	-	(491,448)
2. Increase in available one-time money One-time funds are increased in this budget unit due to increases in prior year revenues and expenditures being less than budgeted causing an increase in fund balance which must be budgeted.	-	1,123,497	-	1,123,497
3. Increase In Operating Transfers Out Increase financing to the General Fund by \$900,000, total financing \$3,633,000, to fund costs in the health related departments.	-	900,000	-	900,000
4. Reduce Budgeted Interest Income Amount budgeted was reduced for 2004-05 based on current interest apportionments.	-	-	(140,000)	140,000
5. Increase in Tobacco Settlement Proceeds Increase in projected annual payment for 2004-05 from Tobacco Settlement based on cigarette consumption projections as of October 2002.	-	-	860,435	(860,435)
Total	-	1,532,049	720,435	811,614



Medical Center Lease Payments

DESCRIPTION OF MAJOR SERVICES

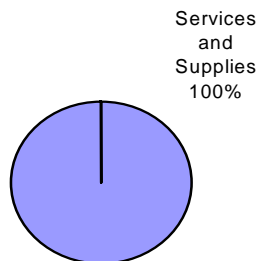
This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. Funding sources include state revenues from the SB 1732 – Construction Renovation/Reimbursement Program, operating transfers from ARMC representing Medicare and fee for service revenues, and operating transfers from the general fund backed by realignment revenues and tobacco settlement proceeds.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	53,023,459	53,158,112	53,479,228	53,385,776
Total Financing Sources	53,023,459	53,158,112	53,479,228	53,385,776
Revenue Over/(Under) Expense	-	-	-	-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Joint Powers Leases
 FUND: Medical Center Lease Payment

BUDGET UNIT: EMD JPL
 FUNCTION: General
 ACTIVITY: Property Mgmt

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	53,479,228	53,158,112	-	-	-	53,158,112	227,664	53,385,776
Total Appropriation	53,479,228	53,158,112	-	-	-	53,158,112	227,664	53,385,776
Departmental Revenue								
State, Fed or Gov't Aid	17,719,087	24,484,009	-	-	-	24,484,009	52,294	24,536,303
Total Revenue	17,719,087	24,484,009	-	-	-	24,484,009	52,294	24,536,303
Operating Transfers In	35,760,141	28,674,103	-	-	-	28,674,103	175,370	28,849,473
Total Financing Sources	53,479,228	53,158,112	-	-	-	53,158,112	227,664	53,385,776
Revenue Over/(Under) Exp	-	-	-	-	-	-	-	-

SCHEDULE C

DEPARTMENT: Joint Powers Leases
 FUND: Medical Center Lease Payment
 BUDGET UNIT: EMD JPL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Increase in Expenses Increases to lease payment and associated costs of the bond, such as the annual rating, letter of credit, trust fees and admin fees, offset by a slight decrease in arbitrage expenses.	-	227,664	-	(227,664)
2. Increase in 1732 Reimbursement A portion of the medical center lease payments are reimbursed by the state through the Construction Renovation/Reimbursement Program (SB1732). As the lease payments increase, a corresponding increase is seen in the reimbursement amount.	-	-	52,294	52,294
3. Increase in Realignment A portion of the medical center lease payments are paid for with realignment revenues. This increase in realignment is due to the increase expenses projected for the lease payment fund.	-	-	175,370	175,370
Total	-	227,664	227,664	-



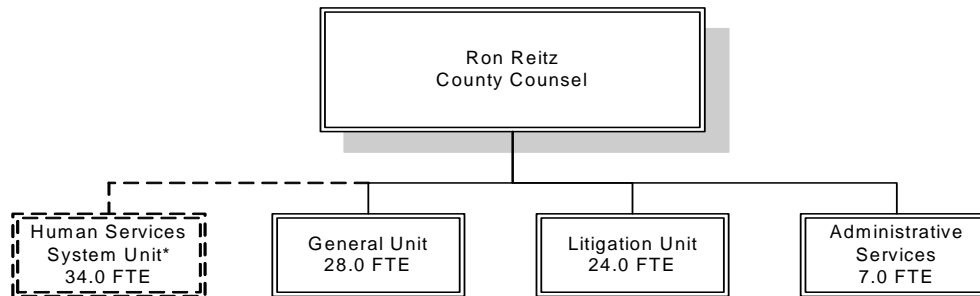
COUNTY COUNSEL

Ronald Reitz

MISSION STATEMENT

To serve and protect the County, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the County in litigation. Legal services shall be performed maintaining the highest professional and ethical standards while fostering high morale and productivity in the work place through collaborative efforts dedicated to continuous improvement.

ORGANIZATIONAL CHART



* Some of these positions are budgeted in the HSS Budget Unit.

DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Office, county departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters. In performing its duties, the County Counsel's Office is divided into three operational units: the Litigation Unit, the Human Services System Unit, and the General Unit.

The Litigation Unit handles tort and civil rights litigation, workers' compensation and code enforcement. This unit is revenue supported. All Litigation Unit clients are billed by the hour for services; the largest client of this Unit is Risk Management.

The next major unit within County Counsel is the Human Services System Unit. The Human Services System Unit is revenue supported through the Human Services System budget. This Unit serves the Human Services System departments. A large portion of this unit is dedicated to the litigation of juvenile dependency trial and appellate matters for the Department of Children's Services. All of the juvenile dependency litigation is work mandated by law. The remainder of the staff in this Unit serves as general legal counsel, including some litigation, for other HSS related departments and entities, such as Departments of Aging and Adult Services, Transitional Assistance, Preschool Services, Jobs and Employment Services, Child Support Services, and the IHSS Public Authority and Children and Families Commission.

The Office's General Unit mainly provides legal services to departments supported by the general fund even though a substantial portion of the General Unit is revenue supported. The revenue supported General Unit attorneys are dedicated primarily to providing legal services to County departments (such as Sheriff and Human Resources) and outside governmental entities (such as SANBAG, OMNITRANS, and Special Districts) which pay for all or a significant portion of their legal services. The remaining General Unit attorneys and clerical staff are fully supported by the general fund. Therefore, in addition to the County Counsel, Assistant County Counsel and related clerical staff who are also general fund supported, the Office's General Unit has the only general fund supported attorneys and clerical staff dedicated primarily to providing legal services to the Board of Supervisors, County Administrative Office, and the county departments and other governmental entities that do not reimburse the Office for legal services rendered.

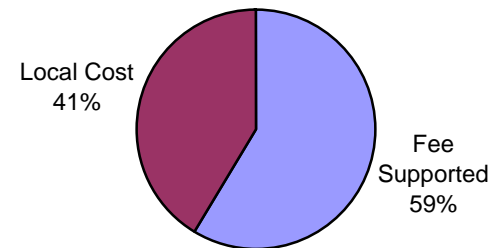
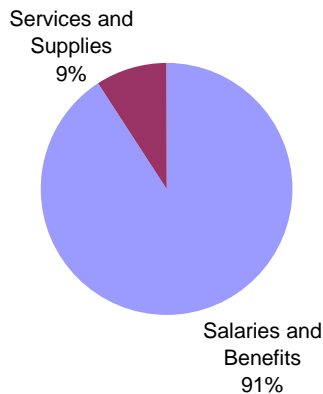


BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	6,453,046	7,102,029	7,078,792	8,132,085
Departmental Revenue	4,250,966	3,777,460	3,777,460	4,761,611
Local Cost	2,202,080	3,324,569	3,301,332	3,370,474
Budgeted Staffing		65.7		60.0

Workload Indicators

Attorney - Client Hours	74,903	75,200	76,400	76,600
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2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Administrative/Executive
DEPARTMENT: County Counsel
FUND: General

BUDGET UNIT: AAA CCL
FUNCTION: General
ACTIVITY: Counsel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
<u>Appropriation</u>								
Salaries and Benefits	7,265,000	7,284,800	415,889	(68,384)	(330,679)	7,301,626	21,516	7,323,142
Services and Supplies	742,000	745,437	14,726	-	-	760,163	(22,998)	737,165
Central Computer	44,901	44,901	14,353	-	-	59,254	-	59,254
Transfers	12,309	12,309	-	-	-	12,309	215	12,524
Total Exp Authority	8,064,210	8,087,447	444,968	(68,384)	(330,679)	8,133,352	(1,267)	8,132,085
Reimbursements	(985,418)	(985,418)	-	-	-	(985,418)	985,418	-
Total Appropriation	7,078,792	7,102,029	444,968	(68,384)	(330,679)	7,147,934	984,151	8,132,085
<u>Departmental Revenue</u>								
Current Services	3,777,460	3,777,460	-	-	-	3,777,460	984,151	4,761,611
Total Revenue	3,777,460	3,777,460	-	-	-	3,777,460	984,151	4,761,611
Local Cost	3,301,332	3,324,569	444,968	(68,384)	(330,679)	3,370,474	-	3,370,474
Budgeted Staffing		65.7	-	(1.0)	(4.7)	60.0	-	60.0



DEPARTMENT: County Counsel
 FUND: General
 BUDGET UNIT: AAA CCL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	65.7	7,102,029	3,777,460	3,324,569
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	415,889	-	415,889
Internal Service Fund Adjustments	-	29,079	-	29,079
Subtotal	-	444,968	-	444,968
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(1.0)	(68,384)	-	(68,384)
Mid-Year Board Items	-	-	-	-
Subtotal	(1.0)	(68,384)	-	(68,384)
Impacts Due to State Budget Cuts	(4.7)	(330,679)	-	(330,679)
TOTAL BASE BUDGET	60.0	7,147,934	3,777,460	3,370,474
Department Recommended Funded Adjustments	-	984,151	984,151	-
TOTAL 2004-05 PROPOSED BUDGET	60.0	8,132,085	4,761,611	3,370,474

SCHEDULE B

DEPARTMENT: County Counsel
 FUND: General
 BUDGET UNIT: AAA CCL

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staff Reduction Three filled extra help attorney positions which are equivalent to 1.7 FTE, which handle mandated services for the HSS Unit. General Unit positions will need to complete this work, thus reducing services in the General Unit. This will result in a reduction of service to all of our General Unit clients.	(1.7)	(86,000)	-	(86,000)
Staff Reduction One filled Deputy County Counsel position - this reduction will additionally reduce services rendered to our General Unit clients- a reduction in general fund advisory and litigation work.	(1.0)	(142,295)	-	(142,295)
Staff Reduction One filled fiscal clerk- this position performs accounts payable functions. Tasks will be performed by other positions, increasing workload, slowing production of these and other tasks, with the possibility of overtime.	(1.0)	(40,614)	-	(40,614)
Staff Reduction One filled executive secretary position - a reduction of support staff to the General Unit. This position provides office support services to numerous processes necessary to meet client needs. Tasks will be performed by other positions, increasing workload, slowing production of these and other tasks, with the possibility of overtime.	(1.0)	(61,770)	-	(61,770)
Total	(4.7)	(330,679)	-	(330,679)



SCHEDULE C

DEPARTMENT: County Counsel
 FUND: General
 BUDGET UNIT: AAA CCL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Salary and Benefits Increase is due to step increases and retirement costs. Reclassification of 2.0 Executive Secretary II positions to County Counsel Lead Secretary positions. The positions were currently receiving Sac pay therefore the reclassification has no budgetary impact.	-	21,516	-	21,516
2	Services and Supplies Reduction adjustment to meet County Counsel needs and objectives.	-	(22,998)	-	(22,998)
3	Transfers Adjustment due to increase in EHAP costs	-	215	-	215
4	GASB 34 - Accounting Adjustment This adjustment reclassifies reimbursements into the category of charges of current services revenue as outlined in GASB 34. Revenue reduction of \$1,267 in billable hours.	-	985,418	984,151	1,267
Total		-	984,151	984,151	-

SCHEDULE E

DEPARTMENT: County Counsel
 FUND: General
 BUDGET UNIT: AAA CCL

FEE REQUEST SUMMARY

	Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
	Attorney Services Request- \$10.00 increase The Attorney Services fee increase is due to salaries and benefit adjustments in the MOU over the last two years. The fee is currently at \$110 the increase would reflect a \$10 increase in order to recover it's costs from outside agencies, such as SANBAG, JPA, and etc. (Reference Fee Request)	3.0	330,000	330,000	-
Total		3.0	330,000	330,000	-





2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: County Counsel
FUND NAME : General
BUDGET UNIT: AAA CCL
PROGRAM: County Counsel

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	\$ 8,132,085	Revised Appropriations	\$ 8,462,085	\$ 330,000

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	3,630,000	Fee Revenue for listed fees	3,960,000	330,000
Fee Revenue for fees not listed	1,131,611	Fee Revenue for fees not listed	1,131,611	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Local Cost	3,370,474	Local Cost	3,370,474	-
Budgeted Sources	\$ 8,132,085	Revised Sources	\$ 8,462,085	\$ 330,000

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	330,000
Increased Inflationary Costs	-
Other	-
Total	\$ 330,000

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

See attached.



**2004-05 REVISED/NEW FEE REQUESTS
SUMMARY OF JUSTIFICATION AND BUDGETARY IMPACT**

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: County Counsel
FUND NAME : General
BUDGET UNIT: AAA CCL
PROGRAM: County Counsel

Briefly Describe the Summary of Justification for Fee Requests(s) and the Budgetary Impact to Program if Fee(s) are approved:

Current rate does not fully recover the costs of legal services to clients. County Counsel's last fee increase was in 2001, but since that time salaries and benefits have increased and equity adjustments have been implemented. This fee increase is in agreement with and supported by the COWCAP. The budget was built without the fee increase by making cuts in the operating budget and not funding needed positions. If this fee request is approved, we request funding for these needed positions and other items as outlined. Over the last two fiscal years, this Office has reduced staff and its overtime budget. Thus far, this office has been able to absorb most of the cuts without a significant and outwardly visible reduction in client services. However, any further reductions will result in significant reduction in general fund client services, in both attorney and support staff assistance. Because of the general fund limitations over the last few years, this Office has focused on revenue support from clients to maintain its service levels, including a few clients that are general fund clients.

This Office presently has only 9 attorneys serving the legal needs of most of the general fund departments; the remaining attorneys provide mandated litigation services or are directly funded and dedicated to specified clients. Because the current fee rate no longer covers the costs of legal services, the County's general fund has effectively started to subsidize external clients and non-general fund County clients.

The fee increase would allow us to restore two (2) attorney FTEs and one (1) secretary FTE to maintain the 9 FTE attorneys and current secretaries who provide the primary legal services to the Board, the County Administrative Office, the Economic Development and Public Services Group, the Medical Center and health related departments, and the fiscal and internal services departments. These departments are not directly billed for services rendered and are traditionally funded through the general fund. The fee increase would also allow this Office to restore some of the overtime budget which was cut in previous budget reductions; our experience since then has shown that with the current staffing levels additional secretary overtime to handle certain litigation peaks and client emergencies is critical.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: County Counsel
FUND NAME : General
PROGRAM: County Counsel

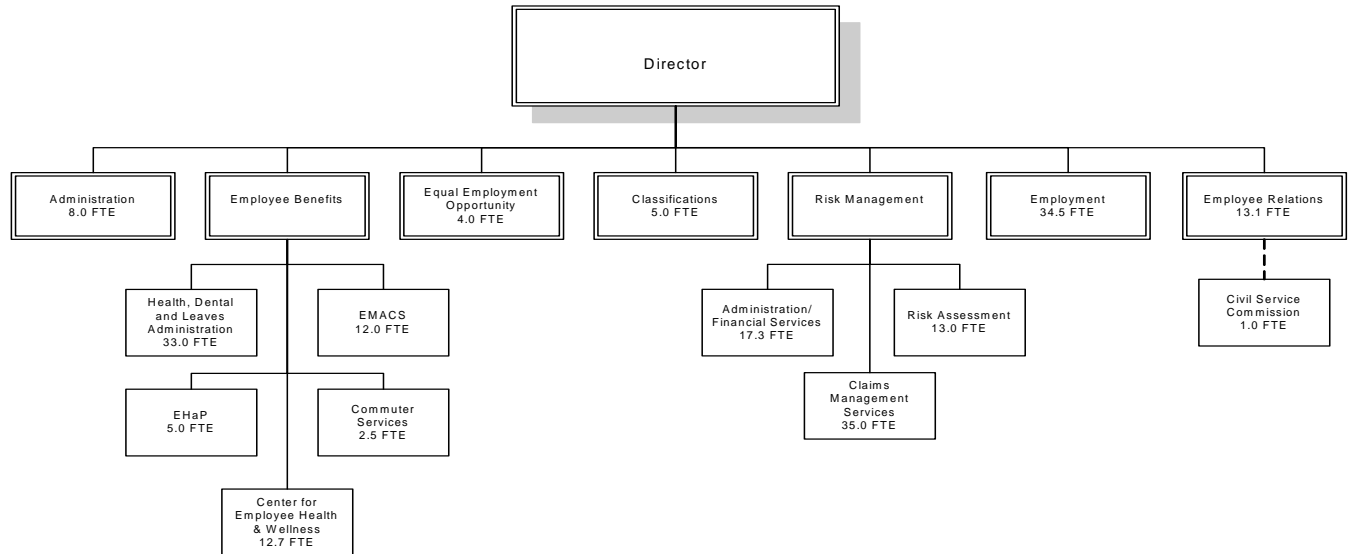
CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.028 (A)	County Counsel Attorney Services	\$ 110.00	33,000	\$ 3,630,000	\$ 120.00	33,000	\$ 3,960,000	\$ 10.00	-	\$ 330,000	\$ 330,000	Current fee does not cover costs.

HUMAN RESOURCES

MISSION STATEMENT

The mission of the Human Resources Department is to build and maintain a healthy, proactive, and highly skilled workforce committed to excellence that reflects the diversity and talent in our community.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Human Resources	5,380,631	302,500	5,078,131			83.6
The Center for Employee Health and Wellness	35,000	35,000	-			12.7
Unemployment Insurance	4,000,000	-	4,000,000			-
Commuter Services	717,905	395,000		322,905		2.5
Employee Benefits and Services	4,971,537	2,196,000		2,775,537		33.0
Risk Management - Operations	5,164,475	5,164,475			-	65.3
Risk Management - Insurance Programs	56,342,535	68,057,000			11,714,465	-
TOTAL	76,612,083	76,149,975	9,078,131	3,098,442	11,714,465	197.1

Human Resources

DESCRIPTION OF MAJOR SERVICES

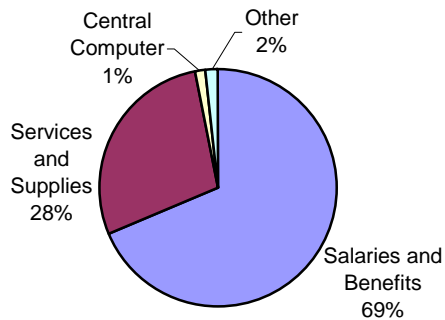
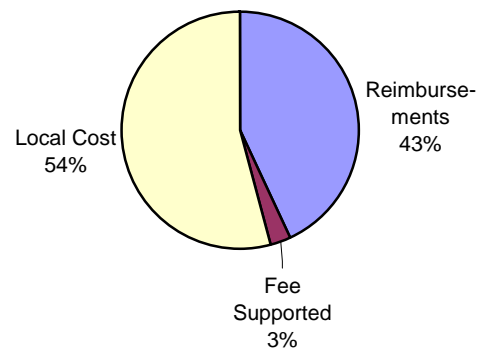
The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. Human Resources also shares responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.



BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	7,291,454	8,157,864	7,520,158	5,380,631
Total Financing Sources	3,041,486	3,103,566	2,599,500	302,500
Local Cost	4,249,968	5,054,298	4,920,658	5,078,131
Budgeted Staffing		116.5		83.6
<u>Workload Indicators</u>				
Applications accepted	53,867	93,000	36,000	37,000
Applicants tested	14,422	28,000	12,000	13,000
HR EMACS - WPE and steps processed			13,660	13,600
HR EMACS - Job Action Requests processed			22,352	22,300
Nurse care coordination referrals (occupational)			2,545	2,500
Nurse care coordination referrals (non-occupational)			1,836	1,800

On December 16, 2003, the Board approved the transfer of 31.0 positions to the Employee Benefits and Services special revenue fund (SDG HRD). Expenditures and revenues related to employee benefit administration are also transferred to the special revenue fund. An additional 2.0 positions (1.5 Public Services Employee and 0.5 Human Resources Analyst I) are deleted due to the 9% cost reduction plan. This is offset by the addition of 0.1 Human Resources Officer II, which is required to assist for vacation coverage and during the upcoming negotiations with the various employee bargaining units.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY**2004-05 BREAKDOWN BY FINANCING SOURCE**

GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General

BUDGET UNIT: AAA HRD
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,602,700	7,755,428	460,702	(1,928,653)	(105,279)	6,182,198	291,632	6,473,830
Services and Supplies	3,077,979	3,763,541	34,435	(761,280)	(388,962)	2,647,734	-	2,647,734
Central Computer	106,156	106,156	22,937	-	-	129,093	-	129,093
Equipment	-	20,000	-	-	-	20,000	(20,000)	-
Transfers	184,320	192,686	-	(24,133)	-	168,553	-	168,553
Total Exp Authority	10,971,155	11,837,811	518,074	(2,714,066)	(494,241)	9,147,578	271,632	9,419,210
Reimbursements	(3,450,997)	(3,679,947)	-	85,000	-	(3,594,947)	(443,632)	(4,038,579)
Total Appropriation	7,520,158	8,157,864	518,074	(2,629,066)	(494,241)	5,552,631	(172,000)	5,380,631
Departmental Revenue								
Current Services	259,500	434,500	-	-	-	434,500	(172,000)	262,500
Other Revenue	40,000	40,000	-	-	-	40,000	-	40,000
Total Revenue	299,500	474,500	-	-	-	474,500	(172,000)	302,500
Operating Transfers In	2,300,000	2,629,066	-	(2,629,066)	-	-	-	-
Total Financing Sources	2,599,500	3,103,566	-	(2,629,066)	-	474,500	(172,000)	302,500
Local Cost	4,920,658	5,054,298	518,074	-	(494,241)	5,078,131	-	5,078,131
Budgeted Staffing		116.5	-	(31.0)	(2.0)	83.5	0.1	83.6

DEPARTMENT: Human Resources
FUND: General
BUDGET UNIT: AAA HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	116.5	8,157,864	3,103,566	5,054,298
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	460,702	-	460,702
Internal Service Fund Adjustments	-	57,372	-	57,372
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	518,074	-	518,074
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	(31.0)	(2,629,066)	(2,629,066)	-
Subtotal	(31.0)	(2,629,066)	(2,629,066)	-
Impacts Due to State Budget Cuts	(2.0)	(494,241)	-	(494,241)
TOTAL BASE BUDGET	83.5	5,552,631	474,500	5,078,131
Department Recommended Funded Adjustments	0.1	(172,000)	(172,000)	-
TOTAL 2004-05 PROPOSED BUDGET	83.6	5,380,631	302,500	5,078,131



SCHEDULE B

DEPARTMENT: Human Resources
 FUND: General
 BUDGET UNIT: AAA HRD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced local cost allocation	(2.0)	(494,241)	-	(494,241)
Nine percent local cost target reduction resulting in the decrease of 2.0 positions (1.5 Public Service Employee and 0.5 Human Resources Analyst I) and a reduction to salaries and benefits of \$105,279. Decreases in services and supplies of \$388,962 include reductions for contract services and reduced purchases of office supplies and equipment.				
Total	(2.0)	(494,241)	-	(494,241)

SCHEDULE C

DEPARTMENT: Human Resources
 FUND: General
 BUDGET UNIT: AAA HRD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Employee Relations staffing Add 0.1 Human Resource Officer I to assist with negotiations and vacation relief.	0.1	13,669	-	13,669
2. Other staffing costs Adjustments for step increases and expected leave cashouts.		277,963	-	277,963
3. Fixed asset purchase Cancel purchase of photo ID machine and software.		(20,000)	-	(20,000)
4. Reimbursements and revenues Adjustments to reimbursements and revenues received from Human Services System Administration and the Employee Benefits (SDG HRD) and Commuter Services (SDF HRD) special revenue funds for administrative and personnel services.	-	(443,632)	(172,000)	(271,632)
Total	0.1	(172,000)	(172,000)	-



The Center for Employee Health and Wellness

DESCRIPTION OF MAJOR SERVICES

The Center for Employee Health and Wellness is responsible for employee and applicant pre-employment and in-service medical examinations, medical records, representing the county in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the county's management on compliance with Occupational Safety and Health Administration (OSHA) regulations and occupational medical problems. The program had been financed through the county's workers' compensation insurance sub fund. Since 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of budgeted staffing.

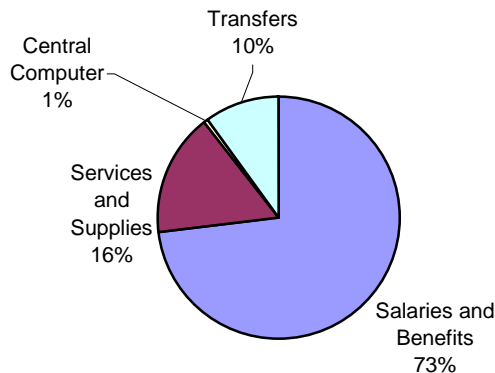
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	639,991	30,000	10,861	35,000
Total Revenue	784,736	30,000	35,000	35,000
Local Cost	(144,745)	-	(24,139)	-
Budgeted Staffing		13.0		12.7
<u>Workload Indicators</u>				
Preplacement Physicals	2,604	2,500	2,063	2,100
Fitness-For-Duty Exams	32	30	26	30
Work Injury/Illness Exams	1,727	1,600	1,804	1,700
Other Exams	7,378	7,800	6,058	6,100

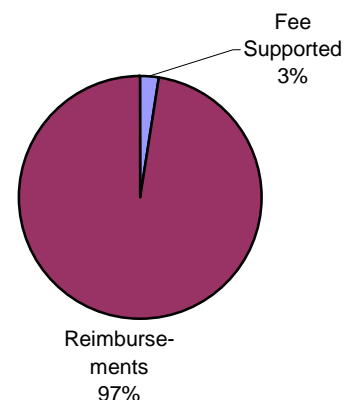
In 2004-05, staffing is reduced by 0.3 Contract Occupational Physician. Services and supplies as well as transfers are increased to reflect an agreement with the Sheriff's Department Training Academy to provide on-site first aid for Sheriff Academy participants.

In December 2004, as part of the County's ongoing efforts to consolidate services, the Center for Employee Health and Wellness will re-locate to the Arrowhead Regional Medical Center (ARMC). The move is expected to result in savings due to reduced contract costs by enabling The Center to utilize ARMC on-site services (e.g. pharmacy, x-rays, etc.). There will also be ongoing facility lease cost savings of approximately \$130,000 per year; however, in 2004-05, savings are expected to be minimal due to the contractually required payment of unamortized tenant improvements.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Employee Health and Wellness
 FUND: General

BUDGET UNIT: AAA OCH
 FUNCTION: General
 ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	881,395	966,454	75,754	-	-	1,042,208	(32,395)	1,009,813
Services and Supplies	205,302	144,202	9,981	-	-	154,183	72,933	227,116
Central Computer	7,249	7,249	771	-	-	8,020	-	8,020
Transfers	168,779	168,779	-	-	-	168,779	(32,128)	136,651
Total Exp Authority	1,262,725	1,286,684	86,506	-	-	1,373,190	8,410	1,381,600
Reimbursements	(1,251,864)	(1,256,684)	(86,506)	-	-	(1,343,190)	(3,410)	(1,346,600)
Total Appropriation	10,861	30,000	-	-	-	30,000	5,000	35,000
Departmental Revenue								
Current Services	35,000	30,000	-	-	-	30,000	5,000	35,000
Total Revenue	35,000	30,000	-	-	-	30,000	5,000	35,000
Local Cost	(24,139)	-	-	-	-	-	-	-
Budgeted Staffing		13.0	-	-	-	13.0	(0.3)	12.7

SCHEDULE C

DEPARTMENT: Employee Health and Wellness
 FUND: General
 BUDGET UNIT: AAA OCH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Reduction of 0.3 Contract Occupational Physicians, which results in a corresponding decrease in reimbursements.	(0.3)	-	-	-
2. Cost adjustments The Center intends to vacate its current leased facility by December 31, 2004 and move to ARMC, which will reduce annual leasing costs by \$130,000; however, in 2004-05, in addition to six months of lease payments, there will be a charge for unamortized tenant improvements.	-	-	-	-
3. Current services Increased revenue to reflect additional services provided to other governmental agencies. This is offset by a reduction in direct charges to county departments.	-	5,000	5,000	-
Total	(0.3)	5,000	5,000	-



Unemployment Insurance

DESCRIPTION OF MAJOR SERVICES

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management's objective for the program is cost containment. Unemployment insurance claims filed by former county employees are monitored, reviewed for eligibility, and challenged when appropriate to prevent abuse of the program.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

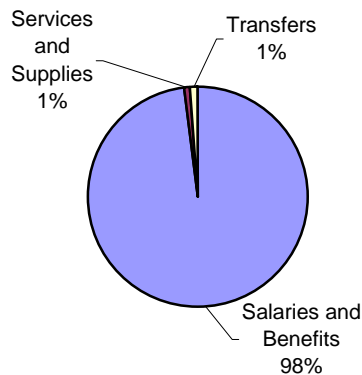
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,529,061	2,700,000	3,770,000	4,000,000
Total Revenue	-	-	-	-
Local Cost	2,529,061	2,700,000	3,770,000	4,000,000

Workload Indicators

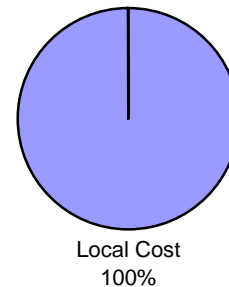
Unemployment Insurance claims paid	-	-	1,600	1,600
Total protestable claims	-	-	295	300
Protestable claims ruled in the county's favor	-	-	144	150
Maximum weekly benefit	-	-	\$410	\$450

In 2003-04, estimated costs are significantly more than expected due to an increase in the number of claims, which is attributable in part to the countywide reduction of public services employees and increased unemployment benefits. In 2004-05, budgeted appropriation is increased to reflect the expected trend of rising claims costs, which is due mainly to increased unemployment benefits.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Unemployment Insurance
FUND: General

BUDGET UNIT: AAA UNI
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H 2004-05 Proposed Budget
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		
Appropriation								
Salaries and Benefits	3,700,000	2,625,000	1,300,000	-	-	3,925,000	-	3,925,000
Services and Supplies	20,000	25,000	-	-	-	25,000	-	25,000
Transfers	50,000	50,000	-	-	-	50,000	-	50,000
Total Appropriation	3,770,000	2,700,000	1,300,000	-	-	4,000,000	-	4,000,000
Local Cost	3,770,000	2,700,000	1,300,000	-	-	4,000,000	-	4,000,000

DEPARTMENT: Unemployment Insurance
FUND: General
BUDGET UNIT: AAA UNI

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	2,700,000	-	2,700,000
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	1,300,000	-	1,300,000
Subtotal	-	1,300,000	-	1,300,000
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	4,000,000	-	4,000,000
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	4,000,000	-	4,000,000



Commuter Services

DESCRIPTION OF MAJOR SERVICES

The Commuter Services fund was established to account for funds received under AB 2766 to finance mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the district. This fund receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD).

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	258,348	891,034	464,129	717,905
Total Revenue	352,576	506,000	402,000	395,000
Fund Balance		385,034		322,905
Budgeted Staffing		3.5		2.5

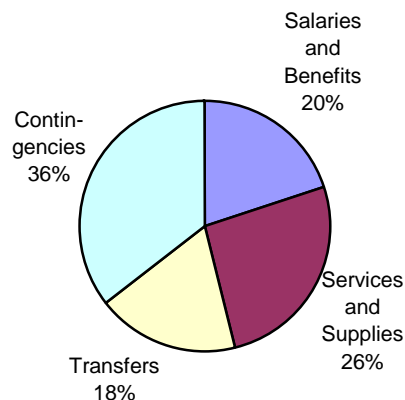
Workload Indicators

Number of vanpools	-	16	16	17
Number of vanpool participants	-	115	113	120
Number of participants utilizing all modes of rideshare	-	1,100	1,085	1,100

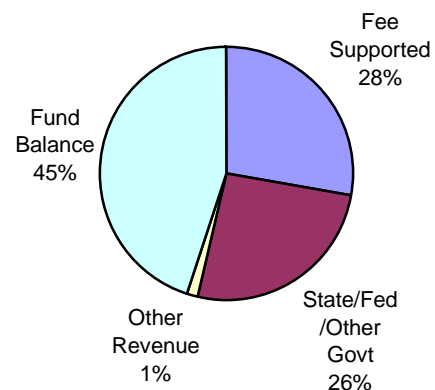
In accordance with Section 29009 of the Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

In 2004-05, staffing is reduced by 1.0 Commuter Services Manager. Program oversight will be provided by staff in the Human Resources Department budget (AAA HRD). Transfers to AAA HRD are increased to reflect the reimbursement of direct services; however, there is expected to be an overall cost savings to the program of approximately \$30,000 per year.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Human Resources
 FUND: Commuter Services

BUDGET UNIT: SDF HRD
 FUNCTION: General
 ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	249,335	249,352	15,363	-	-	264,715	(121,520)	143,195
Services and Supplies	179,101	238,862	302	-	-	239,164	(51,226)	187,938
Transfers	35,693	35,693	-	-	-	35,693	94,974	130,667
Contingencies	-	367,127	-	-	-	367,127	(111,022)	256,105
Total Appropriation	464,129	891,034	15,665	-	-	906,699	(188,794)	717,905
Departmental Revenue								
Use Of Money & Prop	7,000	16,000	-	-	-	16,000	(6,000)	10,000
State, Fed or Gov't Aid	185,000	285,000	-	-	-	285,000	(100,000)	185,000
Current Services	210,000	205,000	-	-	-	205,000	(5,000)	200,000
Total Revenue	402,000	506,000	-	-	-	506,000	(111,000)	395,000
Fund Balance		385,034	15,665	-	-	400,699	(77,794)	322,905
Budgeted Staffing		3.5	-	-	-	3.5	(1.0)	2.5

DEPARTMENT: Human Resources
 FUND: Commuter Services
 BUDGET UNIT: SDF HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	3.5	891,034	506,000	385,034
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	15,363	-	15,363
Internal Service Fund Adjustments	-	302	-	302
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	15,665	-	15,665
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	3.5	906,699	506,000	400,699
Department Recommended Funded Adjustments	(1.0)	(188,794)	(111,000)	(77,794)
TOTAL 2004-05 PROPOSED BUDGET	2.5	717,905	395,000	322,905



SCHEDULE C

DEPARTMENT: Human Resources
 FUND: Commuter Services
 BUDGET UNIT: SDF HRD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Delete position Delete 1.0 Commuter Services Manager position and increase transfers to AAA HRD.	(1.0)	(26,546)	-	(26,546)
2.	Reduce services and supplies and loss of revenue Adjustments due to change in van pool participation.	-	(51,226)	(105,000)	53,774
3.	Reduce contingencies and interest revenue Adjustments for estimated fund balance.	-	(111,022)	(6,000)	(105,022)
Total		<u>(1.0)</u>	<u>(188,794)</u>	<u>(111,000)</u>	<u>(77,794)</u>



Employee Benefits and Services

DESCRIPTION OF MAJOR SERVICES

Employee Benefits and Services, under the direction of the Human Resources Department, administers the county's health, dental, vision, and life insurance plans as well as its integrated leave programs.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	2,419,579	3,335,953	2,300,000	4,971,537
Total Revenue	2,084,771	2,072,000	3,811,584	2,196,000
Fund Balance		1,263,953		2,775,537
Budgeted Staffing		-		33.0

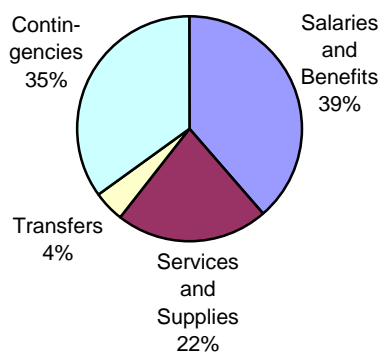
Workload Indicators

Salary savings plan participants	-	-	17,714	20,000
Health plan participants	-	-	24,032	24,000
Dental plan participants	-	-	27,195	27,000
Vision plan participants	-	-	17,770	17,500
Retiree health plan participants	-	-	2,218	2,200
Retiree dental plan participants	-	-	1,154	1,100
Flexible Spending Account (FSA) claims	-	-	6,694	7,000
Short term disability cases	-	-	1,657	1,600

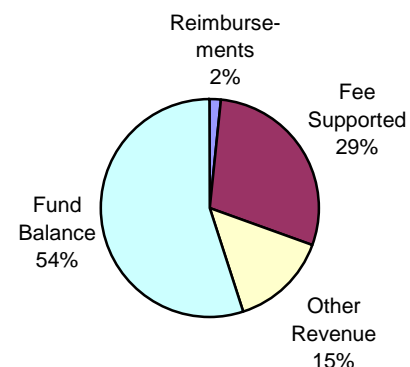
In accordance with Section 29009 of the Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Beginning in 2002-03, administrative fees and other revenues used to finance the administration of employee benefits were consolidated into this fund. In 2004-05, expenditures related to the administration of employee benefit programs will be included as part of this fund as well. Prior to 2004-05, expenditures were included as part of the Human Resources Department budget (AAA HRD). Prior to 2004-05, revenues received in this fund were subsequently transferred to the Human Resources Department to reimburse actual costs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Human Resources
 FUND: Employee Benefits and Services

BUDGET UNIT: SDG HRD
 FUNCTION: General
 ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H 2004-05 Proposed Budget
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		
Appropriation								
Salaries and Benefits	-	-	-	1,948,586	-	1,948,586	-	1,948,586
Services and Supplies	-	-	-	1,112,890	-	1,112,890	-	1,112,890
Transfers	-	-	-	129,126	-	129,126	96,200	225,326
Contingencies	-	706,887	-	-	-	706,887	1,062,848	1,769,735
Total Exp Authority	-	706,887	-	3,190,602	-	3,897,489	1,159,048	5,056,537
Reimbursements	-	-	-	(85,000)	-	(85,000)	-	(85,000)
Total Appropriation	-	706,887	-	3,105,602	-	3,812,489	1,159,048	4,971,537
Operating Transfers Out	2,300,000	2,629,066	-	(2,629,066)	-	-	-	-
Total Requirements	2,300,000	3,335,953	-	476,536	-	3,812,489	1,159,048	4,971,537
Departmental Revenue								
Use Of Money and Prop	140,000	150,000	-	-	-	150,000	-	150,000
Current Services	3,086,584	1,337,000	-	-	-	1,337,000	124,000	1,461,000
Other Revenue	585,000	585,000	-	-	-	585,000	-	585,000
Total Revenue	3,811,584	2,072,000	-	-	-	2,072,000	124,000	2,196,000
Fund Balance		1,263,953	-	476,536	-	1,740,489	1,035,048	2,775,537
Budgeted Staffing		-	-	33.0	-	33.0	-	33.0

DEPARTMENT: Human Resources
 FUND: Employee Benefits and Services
 BUDGET UNIT: SDG HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	3,335,953	2,072,000	1,263,953
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	33.0	476,536	-	476,536
Subtotal	33.0	476,536	-	476,536
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	33.0	3,812,489	2,072,000	1,740,489
Department Recommended Funded Adjustments	-	1,159,048	124,000	1,035,048
TOTAL 2004-05 PROPOSED BUDGET	33.0	4,971,537	2,196,000	2,775,537



SCHEDULE C

DEPARTMENT: Human Resources
 FUND: Employee Benefits and Services
 BUDGET UNIT: SDG HRD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Transfers Administrative support paid to AAA HRD.		96,200	-	96,200
2.	Other Revenue MOU with Courts for services provided.	-	-	124,000	(124,000)
3.	Contingencies Adjustment for estimated fund balance.	-	1,062,848	-	1,062,848
Total		-	1,159,048	124,000	1,035,048



Risk Management - Operations

DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

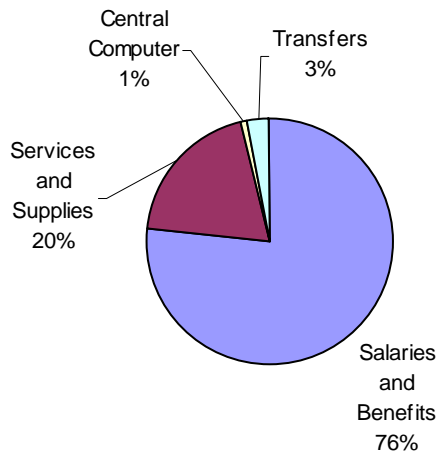
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	4,365,635	4,614,219	4,485,736	5,164,475
Total Financing Sources	4,532,581	4,614,219	4,485,736	5,164,475
Revenue Over/(Under) Expense	166,946	-	-	-
Budgeted Staffing		65.0		65.3
<hr/>				
Unrestricted Net Assets Available at Year End	127,308		127,308	

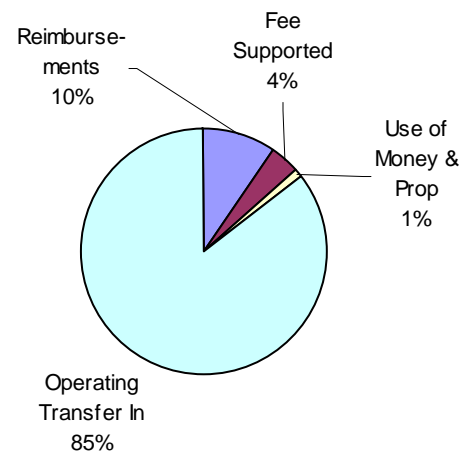
Workload Indicators

Average cost of a closed WC indemnity claim	19,500	-	19,000	19,000
Average cost of a closed Liability claim	6,979	-	6,500	6,500
Preventable vehicle accident rate per million miles driven	8	-	7	7
Percent of WC claimants ranking treatment (professional and courteous) as good or excellent	89	-	90	91
Percent of WC claimants ranking return of phone calls promptly as good or excellent	86	-	87	88
Percent of WC claimants ranking explanation of benefits as good or excellent	86	-	87	88

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: Risk Mgmt - Operations

BUDGET UNIT: IBP RMG
FUNCTION: General
ACTIVITY: Insurance programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,997,435	4,098,495	266,698	18,116	-	4,383,309	-	4,383,309
Services and Supplies	821,752	849,175	338,811	-	-	1,187,986	(57,311)	1,130,675
Central Computer	38,345	38,345	9,434	-	-	47,779	-	47,779
Transfers	143,469	143,469	1,120	-	-	144,589	16,800	161,389
Total Exp Authority	5,001,001	5,129,484	616,063	18,116	-	5,763,663	(40,511)	5,723,152
Reimbursements	(515,265)	(515,265)	(43,412)	-	-	(558,677)	-	(558,677)
Total Operating Expense	4,485,736	4,614,219	572,651	18,116	-	5,204,986	(40,511)	5,164,475
Departmental Revenue								
Use Of Money and Prop	46,344	70,000	-	-	-	70,000	(15,000)	55,000
Current Services	225,000	225,000	-	-	-	225,000	-	225,000
Other Financing Sources	-	-	-	-	-	-	-	-
Total Revenue	271,344	295,000	-	-	-	295,000	(15,000)	280,000
Operating Transfers In	4,214,392	4,319,219	572,651	18,116	-	4,909,986	(25,511)	4,884,475
Total Financing Sources	4,485,736	4,614,219	572,651	18,116	-	5,204,986	(40,511)	5,164,475
Revenue Over/(Under) Exp	-	-	-	-	-	-	-	-
Budgeted Staffing		65.0	-	0.3	-	65.3	-	65.3

The increase in salaries and benefits includes the addition of 0.3 Contract Risk Manager for the period necessary to hire and transition a new Risk Manager after the March 31, 2004 retirement of the incumbent. Services and supplies are increased \$281,500. This is due primarily to increased COWCAP charges of \$326,611, which is offset by reductions in various categories including training, equipment, and office supplies.

DEPARTMENT: Human Resources
FUND: Risk Mgmt - Operations
BUDGET UNIT: IBP RMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	65.0	4,614,219	4,614,219	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	223,286	223,286	-
Internal Service Fund Adjustments	-	21,634	21,634	-
Prop 172	-	-	-	-
Other Required Adjustments	-	327,731	327,731	-
Subtotal	-	572,651	572,651	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	0.3	18,116	18,116	-
Subtotal	0.3	18,116	18,116	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	65.3	5,204,986	5,204,986	-
Department Recommended Funded Adjustments	-	(40,511)	(40,511)	-
TOTAL 2004-05 PROPOSED BUDGET	65.3	5,164,475	5,164,475	-
2003-04 FINAL FIXED ASSETS		-		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets	-	-	-	-
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	-	-	-	-



SCHEDULE C

DEPARTMENT: Human Resources
 FUND: Risk Mgmt - Operations
 BUDGET UNIT: IBP RMG

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and supplies Adjustment to reflect expected decrease in utilization of services and supplies including contract services, training, supplies, and office equipment.	-	(57,311)	-	57,311
2.	Transfers Adjustment for increased cost of administrative support provided by AAA HRD.	-	16,800	-	(16,800)
3.	Revenue adjustments Adjustment for expected decrease in interest revenue and operating transfers-in.	-	-	(40,511)	(40,511)
Total		-	(40,511)	(40,511)	-



Risk Management – Insurance Programs

DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the County's self-insured and its insured insurance programs. All programs are paid from self-insurance funds, which are financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Self-insurance and insured programs include auto liability, property, surety, comprehensive auto, law enforcement liability workers' compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. Revenue over expense is used to meet actuarially determined claims reserve requirements.

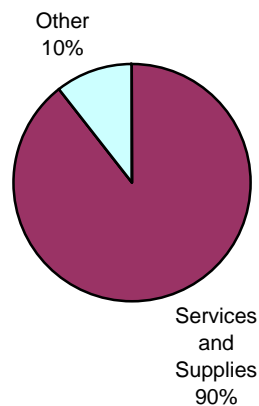
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

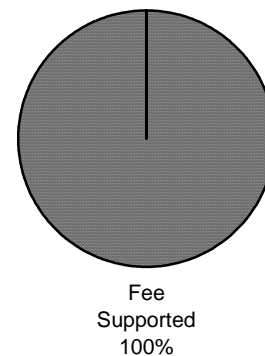
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	63,914,428	47,652,314	54,073,812	56,342,535
Total Financing Sources	59,968,838	49,002,994	47,141,402	68,057,000
Revenue Over/(Under) Expense	(3,945,590)	1,350,680	(6,932,410)	11,714,465
Unrestricted Net Assets Available at Year End	(45,743,854)		(52,676,264)	

On January 27, 2004, the Board approved Risk Management rate adjustments for 2004-05, which will increase revenues approximately \$19.1 million. These increases are necessary for Risk Management to meet the Five Year Recovery Plan goal of bringing each of the various self-insured sub fund balances to a 70% marginally acceptable funding level by June 30, 2008.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$11,714,465.



GROUP: Internal Services
 DEPARTMENT: Human Resources
 FUND: Risk Mgmt - Ins Programs

BUDGET UNIT: Various RMG
 FUNCTION: General
 ACTIVITY: Insurance programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	47,897,287	43,196,095	7,253,288	-	-	50,449,383	-	50,449,383
Other Charges	467,953	137,000	313,000	-	-	450,000	-	450,000
Transfers	515,265	-	558,677	-	-	558,677	-	558,677
Total Appropriation	48,880,505	43,333,095	8,124,965	-	-	51,458,060	-	51,458,060
Operating Transfers Out	5,193,307	4,319,219	565,256	-	-	4,884,475	-	4,884,475
Total Operating Expense	54,073,812	47,652,314	8,690,221	-	-	56,342,535	-	56,342,535
Departmental Revenue								
Use Of Money and Prop	73,378	268,800	(268,800)	-	-	-	-	-
Current Services	46,107,917	48,164,694	19,892,306	-	-	68,057,000	-	68,057,000
Other Revenue	72,013	46,500	(46,500)	-	-	-	-	-
Total Revenue	46,253,308	48,479,994	19,577,006	-	-	68,057,000	-	68,057,000
Operating Transfers In	888,094	523,000	(523,000)	-	-	-	-	-
Total Financing Sources	47,141,402	49,002,994	19,054,006	-	-	68,057,000	-	68,057,000
Revenue Over/(Under) Exp	(6,932,410)	1,350,680	10,363,785	-	-	11,714,465	-	11,714,465

DEPARTMENT: Human Resources
 FUND: Risk Mgmt - Ins Programs
 BUDGET UNIT: Various RMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	-	47,652,314	49,002,994	1,350,680
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	8,690,221	19,054,006	10,363,785
Subtotal	-	8,690,221	19,054,006	10,363,785
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	56,342,535	68,057,000	11,714,465
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	56,342,535	68,057,000	11,714,465
2003-04 FINAL FIXED ASSETS	-	-	-	-
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets	-	-	-	-
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	-	-	-	-



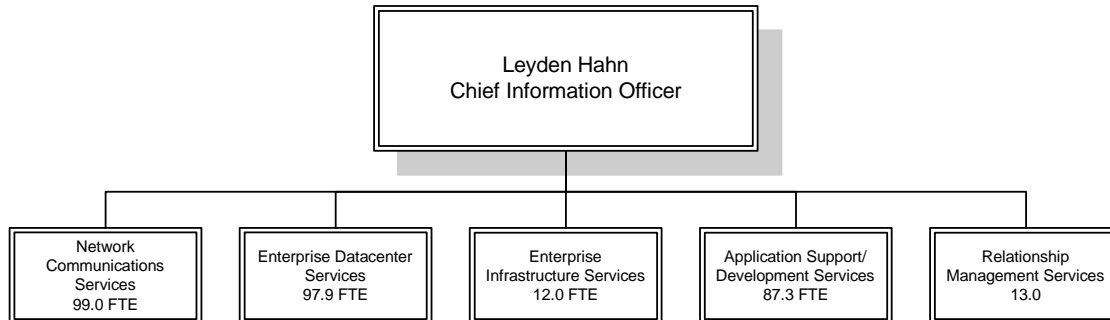
INFORMATION SERVICES DEPARTMENT

Leyden Hahn

MISSION STATEMENT

To continually provide technology support and leadership that remains innovative, flexible and meaningful to County departments while focusing on the professional growth of the Information Services Team.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05						
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Application Development	9,407,884	3,755,256	5,652,628			77.3
Emerging Technology	1,382,107	245,320	1,136,787			13.0
Computer Operations	20,842,003	18,091,028			(2,750,975)	126.9
Network Services	16,379,146	16,379,146				93.0
TOTAL	48,011,140	38,470,750	6,789,415		(2,750,975)	310.2

DESCRIPTION OF MAJOR SERVICES FOR ALL BUDGET UNITS

The Information Services Division (ISD) provides five major services, Communications, Application Development/Support, Relationship Management, Enterprise Data Center and Enterprise Infrastructure. Each service plays an intricate role in supporting County Departments and together they provide the citizens of San Bernardino County such things as the Public Safety Radio system, which provides enhanced communications between all public safety agencies in the County.

Communication services provide for the design, operation, maintenance and administration of the largest County operated telecommunications phone network in the country, the County's Regional Public Safety Radio system that integrates all countywide police, sheriff, and fire radio dispatch capabilities, the paging system consisting of over 7,000 pagers and the Wide Area Network that securely joins approximately 18,000 County users together for the efficient use of technology. ISD manages a countywide microwave system (64 sites) that helps provide transport capabilities for each of the individual systems listed below.

- The telecommunications phone network is comprised of 60 Northern Telecom digital PBX switches and more than 200 electronic key systems. With few exceptions, our telephone equipment interconnects approximately 19,000 County employees without relying on service from the commercial telephone companies. For a County as geographically large as San Bernardino, a substantial cost savings is realized from handling our telephone calls on our own privately operated network (on-net). This Network interfaces with four major commercial telephone companies and two diverse long distance carriers for interrelate, interstate, and international calling. It offers inbound 800 services, giving the Public toll-free access to a number of County agencies, a variety of voice processing services (voice mail, automated attendant, voice forms, and integrated voice response), and network Calling Cards aimed at providing noticeable savings by employees while traveling.



- The Regional Public Safety Radio system is a dynamic countywide system serving the communications needs of public safety and some outside agencies. Each user can effectively communicate with other users in their group without fear of interference or channel contention, as is common with conventional radio systems. Although the system is made up of 11 separate truncated radio sub-systems and 8 conventional technology sub-systems, ISD has been able to tie them together into one large County-wide system serving the public whenever law enforcement, fire or other public safety individuals must communicate jointly. The recent fires in our County are a good example of when this system is invaluable.
- The Paging System provides low cost paging in the entire southern part of the state for our employees on the job and is made possible by a multi-site paging system managed by ISD. The system is secure for Public Safety and less costly than traditional alternatives.
- The Wide Area Network (WAN) is comprised of over 275 routers or ATM switches serving all areas of the County and all departments of the County as well as some affiliated agencies that interact with the County. Providing service from Chino to Needles, Trona to the Morongo Basin and all points in between ISD is able to cover over 650 diverse geographical locations and provide connectivity across 20,000+ square miles of the County.

The WAN has made it possible for the County to implement such cost saving measures as Video Arraignment which allows for the timely, mandated, arraignment of persons arrested without transporting them to and from the jail facilities and courtrooms located around the County and County-wide video conferencing which allows for staff to hold meetings and training "on-line" and avoid timely and costly travel time by staff.

Application Development/Support services provide support for County departments as they develop, enhance, and maintain business applications on a variety of hardware and software platforms. These applications include the County's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with many Departments to find more cost effective ways of doing business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems. Departments supported include Probation, District Attorney, Sheriff, Public Works, Auditor Controller, Behavioral Health, Human Resources and many others.

Enterprise Data center services provide for the design, operation, maintenance and administration of the County's enterprise data center which includes server management for over 160 servers, integrated document imaging infrastructure for digitizing paper records, and print operations for bulk printing functions required by the County.

- Server Management provides the County with a cost effective way to manage large or small-scale systems by leveraging a shared but secure architecture for departmental systems. Departments are provided with a stable 24/7 environment to run critical applications and ISD provides the systems programming, support, and systems/database administration necessary to achieve high availability to County users. Additionally, ISD is able to host vendor maintained systems physically and provide a collaborative approach to the department in achieving good security and operational performance. Departments supported include Probation, District Attorney, Sheriff, Public Works, Auditor Controller, Welfare, Behavioral Health, and many others.
- Integrated Document Imaging infrastructure provides complete support for document capture, imaging, content services (electronic document management), and automated workflow solutions for business applications within the County. The service includes monitoring and maintaining the desktop capture system as well as custom application code supporting the customer's ability to populate their repository with business content. The ISD Team maintains certified professionally trained staff to manage and monitor both the central imaging server repository and the desktop associated with it.
- Print Operations provide specialized bulk printing for the County including Tax Bills, Warrants, Tax sales books, financial and personnel reports along with many others required by departments. Print Operations currently completes many critical jobs on a regularly scheduled basis and last year printed a total of 29 million impressions.

Enterprise Infrastructure Services provide the County with global Email, Security direction, technology policies and procedures along with some technical services that are the foundation of how desktops communicate and function across the County from one department to another.



- Email Services connects 50 departments with approximately 13,000 users and provide all the information that one would see in Microsoft Outlook (email, calendaring, contacts, tasks, etc.). Departments rely on this key collaboration tool to perform their daily tasks and communicate with one another in a more productive way.
- On a monthly basis ISD is handling over 9 million emails of which 900,000 come from the Internet; filtering out 24,000 SPAM messages and eliminating over 8,000 virus attacks.
- Technology Policies and Procedures are created by ISD with the help of County Departments to effectively manage technology and provide guidelines for proper use of the systems. For example, Internet, Email, etc.
- Security Services include monitoring global risk factors, responding to security events such as virus or hacking attempts and provides the resources necessary to assist Departments in performing technology security evaluations and general security assessments.

Relationship Management Services provide an interface for Departments in dealing with ISD to ensure that their technology and business objectives are understood and dealt with appropriately. To accomplish this ISD created a Technology Support Center to handle service requests along with assigning IT Account Representative to better understand the business needs of all County Departments/Agencies.

- Technology Support Center serves to proactively monitor countywide infrastructure for problems and handles more than 78,000 calls from County users a year. The Help Desk can often solve many simple issues like system access or password resets along with first level support for the Microsoft Office suite of products.
- IT Account Representatives serve departments in many ways but perhaps most importantly they can act as a single point of contact to connect departments with the wide breadth of Technology Services offered by ISD. The Account Representative acts as a technology consultant, helping to make buy versus build decisions, assisting in contract negotiations, serving on RFP evaluation committees, and even delivering equipment or documents when necessary. These individuals act as the customer advocate within ISD to ensure customer expectations are being achieved.

Application Development

DESCRIPTION OF MAJOR SERVICES

Information Services' Application Development Division provides develops, enhances, and maintains business applications on a variety of hardware and software platforms. These applications include the County's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with many Departments to find more cost effective ways of doing business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	10,475,663	10,136,609	9,819,322	9,407,884
Departmental Revenue	5,447,268	4,480,501	4,480,501	3,755,256
Local Cost	5,028,395	5,656,108	5,338,821	5,652,628
Budgeted Staffing		93.8		77.3

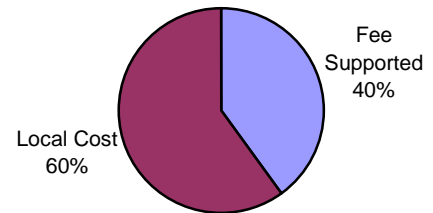
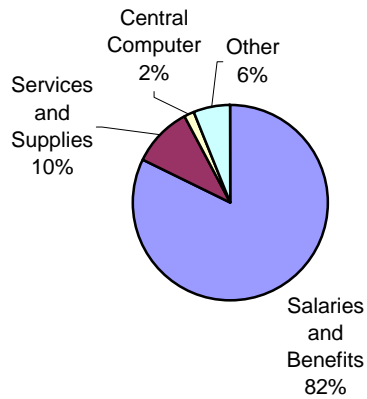
Workload Indicators

Project Hours	128,881	127,400	119,767	102,400
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2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: ISD Application Development
 FUND: General

BUDGET UNIT: AAA SDD
 FUNCTION: General
 ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	8,145,173	8,480,261	525,911	(193,752)	(494,433)	8,317,987	(595,552)	7,722,435
Services and Supplies	1,129,674	1,136,881	27,369	-	-	1,164,250	(203,071)	961,179
Central Computer	90,327	90,327	65,914	-	-	156,241	-	156,241
Transfers	454,148	429,140	-	-	-	429,140	138,889	568,029
Total Appropriation	9,819,322	10,136,609	619,194	(193,752)	(494,433)	10,067,618	(659,734)	9,407,884
Departmental Revenue								
Current Services	4,480,501	4,480,501	-	-	-	4,480,501	(725,245)	3,755,256
Total Revenue	4,480,501	4,480,501	-	-	-	4,480,501	(725,245)	3,755,256
Local Cost	5,338,821	5,656,108	619,194	(193,752)	(494,433)	5,587,117	65,511	5,652,628
Budgeted Staffing		93.8	-	(2.0)	(6.0)	85.8	(8.5)	77.3



DEPARTMENT: ISD Application Development
 FUND: General
 BUDGET UNIT: AAA SDD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	93.8	10,136,609	4,480,501	5,656,108
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	525,911	-	525,911
Internal Service Fund Adjustments	-	93,283	-	93,283
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	619,194	-	619,194
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(2.0)	(193,752)	-	(193,752)
Mid-Year Board Items	-	-	-	-
Subtotal	(2.0)	(193,752)	-	(193,752)
Impacts Due to State Budget Cuts	(6.0)	(494,433)	-	(494,433)
TOTAL BASE BUDGET	85.8	10,067,618	4,480,501	5,587,117
Department Recommended Funded Adjustments	(8.5)	(659,734)	(725,245)	65,511
TOTAL 2004-05 PROPOSED BUDGET	77.3	9,407,884	3,755,256	5,652,628

SCHEDULE B

DEPARTMENT: ISD Application Development
 FUND: General
 BUDGET UNIT: AAA SDD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced Salaries & Benefits	(6.0)	(494,433)	-	(494,433)
To meet this reduction requires the elimination of funding for (5) filled Programmer IIIs, and (1) filled Clerk II position. The program impact of these cuts would result in eliminate of people and the departments ability to perform mandated changes, enhancements and minor modifications to county business applications including EMACS, Financial Accounting System, Property Information System, Treasurer-Tax Collector Systems, Jail Management Systems, Criminal Index and other supported applications.				
Total	(6.0)	(494,433)	-	(494,433)



SCHEDULE C

DEPARTMENT: ISD Application Development
 FUND: General
 BUDGET UNIT: AAA SDD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries & Benefits Reduced staff to accommodate for reduced service revenues. To meet these revenue reductions, ISD plans to eliminate funding for approximately (8.5) positions including (3) filled Team Leaders, (1) filled Secretary, (2) Clerks (one filled and one vacant), (1) filled Programmer Analyst III, (1) vacant Programmer III position and (.5) reduction in overtime usage. These reductions will expand the span of control of supervision, which could impact the quality of work being performed and overall work performance efficiency of this unit.	(8.5)	(595,552)	-	(595,552)
2. Services & Supplies Reduced expenditures in telephone services, communication network services, electronic equipment maintenance, software purchases, inventoriable equipment, especially training, general office expense, distributed data processing equipments, professional & special services, general maintenance and travel to offset inflation increases and help balance budget and lower revenues.	-	(203,071)	-	(203,071)
3. Transfer Central administration cost allocation increase due to increases in steps, for employees in the administration group. Transferred local cost of \$65,511 from Emerging Technology to Systems Development to better manage the departments needs.	-	138,889	-	138,889
4. Revenues Reduction in projected revenues due to reduced services primarily from Board of Retirement, ARMC, Behavioral Health, HSS, and Transportation/Flood Control. These reductions results from departments installing new business system applications for which ongoing support is provided by the vendor.	-	-	(725,245)	725,245
Total	(8.5)	(659,734)	(725,245)	65,511

SCHEDULE D

DEPARTMENT: ISD Application Development
 FUND: General
 BUDGET UNIT: AAA SDD

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restoration of 6.0 FTE Restoration of Local Target reduction resulting from State Budget cuts. Potential elimination of six employees if funding isn't restored would limit our ability to meet workload requirements of general fund applications such as EMACS, Financial Accounting System, Property Information System, Jail Management System, Criminal Index, DA STAR, Treasurer Tax-Collector and other supported applications.	6.0	494,433	-	494,433
Total		6.0	494,433	-	494,433



Emerging Technology

DESCRIPTION OF MAJOR SERVICES

The Emerging Technology's division (ETD) researches, evaluates and recommends technology-oriented products and solutions with the focus of improving internal county processes as well as enabling electronic access by the public to county services. ETD is responsible for the county's E-Government initiative and maintains the internal and external county web sites. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both county departments and the public.

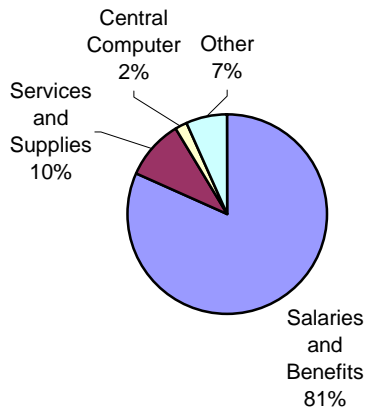
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,569,049	1,593,869	1,350,624	1,382,107
Departmental Revenue	248,095	274,900	202,111	245,320
Local Cost	1,320,954	1,318,969	1,148,513	1,136,787
Budgeted Staffing		15.2		13.0

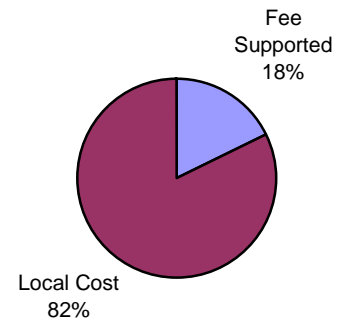
Workload Indicators

ET Major Projects	12	7	8	6
GIS Application Projects	41	36	25	22
GIS Mapping Projects	330	280	350	320
Street Network: Segments maintained	150,037	165,000	155,000	157,000
Parcel Basemap: Parcels maintained	308,895	458,900	418,000	745,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: ISD Emerging Technology
 FUND: General

BUDGET UNIT: AAA ETD
 FUNCTION: General
 ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H 2004-05 Proposed Budget
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		
Appropriation								
Salaries and Benefits	1,120,641	1,207,769	75,259	-	(117,550)	1,165,478	(37,274)	1,128,204
Services and Supplies	119,734	260,178	(20,567)	(45,693)	-	193,918	(57,886)	136,032
Central Computer	8,345	8,345	16,880	-	-	25,225	-	25,225
Other Charges	116	250	-	-	-	250	(250)	-
Equipment	-	25,000	-	(25,000)	-	-	-	-
L/P Equipment	5,105	4,300	-	-	-	4,300	(4,300)	-
Transfers	96,683	88,027	-	-	-	88,027	4,619	92,646
Total Appropriation	1,350,624	1,593,869	71,572	(70,693)	(117,550)	1,477,198	(95,091)	1,382,107
Departmental Revenue								
Current Services	202,111	274,900	-	-	-	274,900	(29,580)	245,320
Total Revenue	202,111	274,900	-	-	-	274,900	(29,580)	245,320
Local Cost	1,148,513	1,318,969	71,572	(70,693)	(117,550)	1,202,298	(65,511)	1,136,787
Budgeted Staffing		15.2	-	-	(2.0)	13.2	(0.2)	13.0

DEPARTMENT: ISD Emerging Technology
 FUND: General
 BUDGET UNIT: AAA ETD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	15.2	1,593,869	274,900	1,318,969
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	75,259	-	75,259
Internal Service Fund Adjustments	-	(3,687)	-	(3,687)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	71,572	-	71,572
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(70,693)	-	(70,693)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(70,693)	-	(70,693)
Impacts Due to State Budget Cuts	(2.0)	(117,550)	-	(117,550)
TOTAL BASE BUDGET	13.2	1,477,198	274,900	1,202,298
Department Recommended Funded Adjustments	(0.2)	(95,091)	(29,580)	(65,511)
TOTAL 2004-05 PROPOSED BUDGET	13.0	1,382,107	245,320	1,136,787



SCHEDULE B

DEPARTMENT: ISD Emerging Technology
 FUND: General
 BUDGET UNIT: AAA ETD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced Salaries & Benefits	(2.0)	(117,550)	-	(117,550)
To meet this reduction, ISD plans to eliminate funding of a filled System Development Team Leader and a recently vacated Geographic Information Technician I position. The loss of one staff member in GIS is Equivalent to a 25% reduction. The impact of not funding the GIS position will reduce timely updating of information in the GIS database that is used for public safety dispatching, land use planning, economic development and other mapping applications. The Team Leader position provides team supervision of support personnel responsible for managing the County's Internet an intranet web sites and the E-government initiatives. The impact of not funding this position would be loss of project oversight and supervision for these activities and not being able to provide timely technical consulting to departments in managing web content and supporting web-base applications.				
Total	(2.0)	(117,550)	-	(117,550)

SCHEDULE C

DEPARTMENT: ISD Emerging Technology
 FUND: General
 BUDGET UNIT: AAA ETD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries & Benefits	(0.2)	(37,274)	-	(37,274)
Reduction in overtime to help balance expenditures in local cost.				
2. Services & Supplies	-	(57,886)	-	(57,886)
Reduce expenditures for Inventoriable equipment, training, general office, management & technical services, professional & special services and travel expenses as a cost saving measure to offset reduced revenues.				
3. Other Charges	-	(250)	-	(250)
Equipment lease-purchase (interest expense) is fully paid and there is no new lease purchases.				
4. Lease-Purchase Equipment	-	(4,300)	-	(4,300)
Equipment lease-purchase (principal) is fully paid and there is no new lease purchases.				
5. Transfer	-	4,619	-	4,619
Central administration cost allocation increased by \$70,130 reflecting increases in steps for employees in the administration group. Transferred local cost of \$65,511 from Emerging Technology to Systems Development to better manage Systems Development's budget Unit.				
6. Revenue	-	-	(29,580)	29,580
Projected decrease in services of customers for Street Network and numerous ETD/GIS project.				
Total	(0.2)	(95,091)	(29,580)	(65,511)



SCHEDULE D

DEPARTMENT: ISD Emerging Technology
 FUND: General
 BUDGET UNIT: AAA ETD

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restoration of 2.0 FTE Restoration of Local Target reduction resulting from State Budget cuts. If funding isn't restored the impact will be the elimination of 2.0 positions a filled Systems Development Team Leader and a recently vacated GIS Technician. The impact of not funding the GIS position will be reduction in timely updating of information in the GIS database that is used for public safety dispatching, land use planning, economic development and other mapping applications. The impact of not funding the Systems Development Team Leader position would be loss of the project oversight and supervision for activities related to supporting County web sites and not being able to provide timely technical consulting to departments in managing web content and supporting web-based applications.	2.0	117,550	-	117,550
Total		<u>2.0</u>	<u>117,550</u>	<u>-</u>	<u>117,550</u>



Computer Operations

DESCRIPTION OF MAJOR SERVICES

The Computer Operations Division works to provide Enterprise Data Center Services and part of the county's communications services. The division is comprised of five Sections: Technology Production Control, Integrated Document Management, Wide Area Network, Local Area Network and Systems Support Services. The division supports county departments on a 24/7 basis.

Technology Operations Production Control Services is tasked with the administration and support of the county's enterprise servers, departmental mid-range computers, and over 160 client server computer systems. The section is responsible for maintaining a stabilized environment for the enterprise data center, cross system platform automation, report distribution and disaster recovery.

The Integrated Document Management Section operates the integrated document management, document conversion, data entry and microfilm for the county. The Systems Support Section centralizes and physically consolidates the infrastructure and administration to support the efficient management of countywide servers.

The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 18,000 users.

The Computer Operations budget unit is an Internal Service Fund (ISF). As an ISF net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

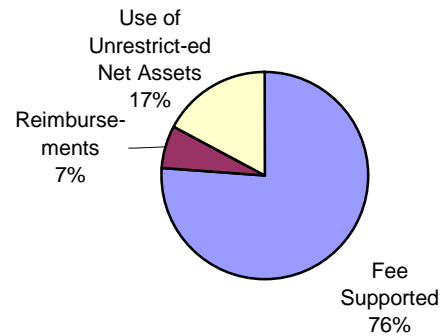
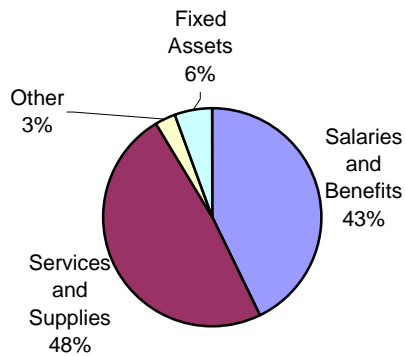
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	16,996,973	19,031,142	17,728,218	20,842,003
Departmental Revenue	20,078,073	15,981,129	14,548,644	18,091,028
Revenue Over/(Under) Expense	3,081,100	(3,050,013)	(3,179,574)	(2,750,975)
Budgeted Staffing		125.4		125.4
 Fixed Assets	 1,030,042	 1,522,046	 197,968	 1,311,709
Unrestricted Net Assets Available at Year End	10,124,537		6,944,963	

Workload Indicators

CPU Hours processed	-	17,902	18,841	17,010
EMACS Warrants processed	-	370	368	368
WAN Connections	-	509,746	506,631	501,697
EMACS Warrants processed	-	14,697	14,424	13,430
Email Accounts	-	23,600	14,407	21,400
TPS/LAS Billable Hours	-	78,621	78,621	92,773



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE


GROUP: Administrative/Executive
DEPARTMENT: Internal Services
FUND: Computer Operations

BUDGET UNIT: IAJ ALL
FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	8,908,592	9,032,873	554,538	-	-	9,587,411	275,797	9,863,208
Services and Supplies	9,270,624	10,371,401	-	-	-	10,371,401	895,193	11,266,594
Central Computer	-	-	-	-	-	-	-	-
Other Charges	14,019	28,295	-	-	-	28,295	(26,461)	1,834
Transfers	725,884	661,085	-	-	-	661,085	8,378	669,463
Total Exp Authority	18,919,119	20,093,654	554,538	-	-	20,648,192	1,152,907	21,801,099
Reimbursements	(1,666,155)	(1,495,142)	-	-	-	(1,495,142)	(112,954)	(1,608,096)
Total Appropriation	17,252,964	18,598,512	554,538	-	-	19,153,050	1,039,953	20,193,003
Depreciation	475,254	432,630	-	-	-	432,630	216,370	649,000
Total Requirements	17,728,218	19,031,142	554,538	-	-	19,585,680	1,256,323	20,842,003
Departmental Revenue								
Current Services	14,540,344	15,981,129	554,538	-	-	16,535,667	1,555,361	18,091,028
Other Financing Sources	8,300	-	-	-	-	-	-	-
Total Revenue	14,548,644	15,981,129	554,538	-	-	16,535,667	1,555,361	18,091,028
Revenue Over/(Under) Exp	(3,179,574)	(3,050,013)	-	-	-	(3,050,013)	299,038	(2,750,975)
Budgeted Staffing		125.4	-	-	-	125.4	-	125.4
Fixed Asset								
Equipment	115,000	1,230,582	-	-	-	1,230,582	-	1,230,582
L/P Equipment	82,968	291,464	-	-	-	291,464	(210,337)	81,127
Total Fixed Assets	197,968	1,522,046	-	-	-	1,522,046	(210,337)	1,311,709



DEPARTMENT: Internal Services
 FUND: Computer Operations
 BUDGET UNIT: IAJ ALL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	125.4	19,031,142	15,981,129	(3,050,013)
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	554,538	554,538	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	554,538	554,538	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	125.4	19,585,680	16,535,667	(3,050,013)
Department Recommended Funded Adjustments	-	1,256,323	1,555,361	299,038
TOTAL 2004-05 PROPOSED BUDGET	125.4	20,842,003	18,091,028	(2,750,975)
2003-04 FINAL FIXED ASSETS		1,522,046		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(210,337)		
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET		1,311,709		



SCHEDULE C

DEPARTMENT: Internal Services
 FUND: Computer Operations
 BUDGET UNIT: IAJ ALL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits Increase of \$275,797 for step increases, overtime, stand-by and on-call services. Although no additional employees positions were added, budgeted staffing did increase by 1.5 to reflect an increase in overtime, stand-by and on-call hours. These hours reflect trends in support of department critical telecommunication systems which are based on higher salary cost of employees.	1.5	275,797	-	(275,797)
2.	Services and supplies Increase services of \$2,163,203 from ESRI for the final year of the GIS Parcel Base Map services. Computer Operations ISF is projecting a reduction of \$1,640,058 expenditures in the following areas: usage of local and long distance services; purchase of paper, training, insurance, office expenses, travel, vehicle services and COWCAP. Cost increase of \$103,276 associated with license and support of existing computer systems software. Cost increase of \$268,772 for computer systems hardware maintenance and Cisco network routers maintenance.		895,193	-	(895,193)
3.	Other Charges The equipment lease purchase loan interest portion of the lease purchase is decreased to reflect loans that were fully paid in 2003-04.	-	(26,461)	-	26,461
4.	Transfers Reflects increased building cost for custodial, building repairs and security services at 670 East Gilbert St. facility.	-	8,378	-	(8,378)
5.	Reimbursements Increased to include higher cost allocation to operating division in ISD for centrally funded administration overhead cost related to step increases and inflation increases for services and supply items.	-	(112,954)	-	112,954
6.	Depreciation Depreciation expense increase to reflect full year depreciation on equipment purchased from previous budget year and new equipment purchases planned for 2004-05.	-	216,370	-	(216,370)
10.	Revenues Service program revenue increase of \$2,712,300 related to restoration of service rates reflecting completion of one time return of surplus retained earning that are offset by reduced revenues of approximated \$1,156,639 from social services reductions, departmental desktop support, and Special Districts.	-	-	1,555,361	1,555,361
Total		1.5	1,256,323	1,555,361	299,038

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Fixed Asset Lease-Purchases The principal payment portion of lease purchase loans is decreased to reflect loans that were fully paid in FY2003-04.	(210,337)
Total		(210,337)



Network Services

DESCRIPTION OF MAJOR SERVICES

Information Services' Network Services Division provides communication and infrastructure services to the County. The division provides for the design, operation, maintenance and administration of the largest County operated telecommunications phone network in the country with approximately 20,000 telephones in service, the County's Regional Public Safety Radio system that integrates all countywide police, sheriff, and fire radio dispatch capabilities, the paging system consisting of over 7,000 pagers and the County's microwave transport network consisting of 64 separate sites.

The Network Services budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

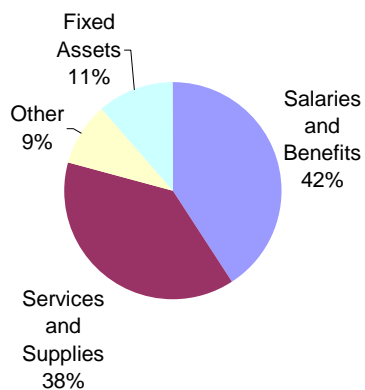
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	17,298,461	16,845,334	14,955,537	16,379,146
Departmental Revenue	18,180,206	16,845,334	15,159,474	16,379,146
Revenue Over/(Under) Expense	881,745	-	203,937	-
Budgeted Staffing		93.0		93.0
Fixed Assets	1,847,824	2,491,319	1,421,993	2,106,886
Unrestricted Net Assets Available at Year End	963,116		2,121,987	

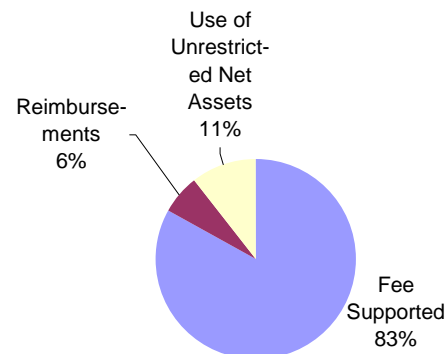
Workload Indicators

Service Calls	21,740	21,500	21,500	19,500
Radios	9,203	9,200	9,200	9,500
Telephones	19,670	19,500	19,500	19,500
Circuits	959	1,237	1,200	1,200

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Information Services
 FUND: Network Services

BUDGET UNIT: IAM ALL
 FUNCTION: General
 ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
<u>Appropriation</u>								
Salaries and Benefits	6,698,969	7,046,478	469,741	-	-	7,516,219	82,896	7,599,115
Services and Supplies	6,302,528	7,861,258	-	-	-	7,861,258	(762,613)	7,098,645
Central Computer	35,518	35,518	18,015	-	-	53,533	-	53,533
Other Charges	34,778	53,714	-	-	-	53,714	(21,369)	32,345
Transfers	3,167,084	3,131,706	-	-	-	3,131,706	(1,416,389)	1,715,317
Total Exp Authority	16,238,877	18,128,674	487,756	-	-	18,616,430	(2,117,475)	16,498,955
Reimbursements	(2,646,789)	(2,646,789)	-	-	-	(2,646,789)	1,413,538	(1,233,251)
Total Appropriation	13,592,088	15,481,885	487,756	-	-	15,969,641	(703,937)	15,265,704
Depreciation	1,363,449	1,363,449	-	-	-	1,363,449	(250,007)	1,113,442
Total Requirements	14,955,537	16,845,334	487,756	-	-	17,333,090	(953,944)	16,379,146
<u>Departmental Revenue</u>								
Use Of Money and Prop	108	500	-	-	-	500	(386)	114
Current Services	15,157,708	16,844,834	-	-	-	16,844,834	(465,802)	16,379,032
Other Financing Sources	1,658	-	-	-	-	-	-	-
Total Revenue	15,159,474	16,845,334	-	-	-	16,845,334	(466,188)	16,379,146
Operating Transfers In	-	-	-	-	-	-	-	-
Total Financing Sources	15,159,474	16,845,334	-	-	-	16,845,334	(466,188)	16,379,146
Revenue Over/(Under) Exp	203,937	-	(487,756)	-	-	(487,756)	487,756	-
Budgeted Staffing		93.0	-	-	-	93.0	-	93.0
<u>Fixed Asset</u>								
Equipment	621,968	1,600,000	-	-	-	1,600,000	-	1,600,000
L/P Equipment	800,025	891,319	-	-	-	891,319	(384,433)	506,886
Total Fixed Assets	1,421,993	2,491,319	-	-	-	2,491,319	(384,433)	2,106,886



DEPARTMENT: Information Services
 FUND: Network Services
 BUDGET UNIT: IAM ALL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	93.0	16,845,334	16,845,334	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	469,741	-	(469,741)
Internal Service Fund Adjustments	-	18,015	-	(18,015)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	487,756	-	(487,756)
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	93.0	17,333,090	16,845,334	(487,756)
Department Recommended Funded Adjustments	-	(953,944)	(466,188)	487,756
TOTAL 2004-05 PROPOSED BUDGET	93.0	16,379,146	16,379,146	-
2003-04 FINAL FIXED ASSETS		2,491,319		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(384,433)		
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET		2,106,886		



SCHEDULE C

DEPARTMENT: Information Services
 FUND: Network Services
 BUDGET UNIT: IAM ALL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Increased of \$82,896 for step increases, overtime, stand-by and on-call to reflect actual trends in support of department critical telecommunication systems which are based on higher salary cost of employees. Additional increase in staffing due to overtime, stand-by and on-call services is offset by net reduction in staffing.	-	82,896	-	(82,896)
2. Services & Supplies Network Services ISF is projecting reduced expenditures in the following areas: usage of local and long distance services; purchasing of small tools, instruments and non-inventoriable equipment; utilities; and professional & specialized services. This is partially related to the reduction in outside contract customer services.	-	(762,613)	-	762,613
3. Other Charges Numerous lease-purchase loans were fully paid in 2003-04 resulting in ongoing interest expense on remaining loans to be much less.	-	(21,369)	-	21,369
4. Depreciation Depreciation expense has been reduced to reflect fixed assets being fully depreciated and reduced new purchases of fixed assets resulting from fiscal budget conditions.	-	(250,007)	-	250,007
5. Transfers This budget is being reduced for an accounting change by \$1,413,538 to eliminate Intra-Fund cost accounting transfers within Network Services ISF. This eliminates the transfer of cost between budgets within this ISF for telephone switch installation and data circuit costs. Increase in EHAP charges of \$2,851.	-	(1,416,389)	-	1,416,389
6. Reimbursements This is the offset of the transfer out account and it is also being reduced to eliminate Intra-Fund cost accounting transfers within Network Services ISF. This eliminates the transfer of cost between budgets within this ISF for telephone switch installation and data circuit costs.	-	1,413,538	-	(1,413,538)
7. Revenue County Telephone Directory sales has dropped which resulted in a decrease of \$386. Network services is experiencing a decrease of \$465,802 in outside contract services.	-	-	(466,188)	(466,188)
Total	-	(953,944)	(466,188)	487,756

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Fixed Assets Lease Purchases Numerous lease-purchase loans were fully paid in FY 03-04 resulting in ongoing principal payment on remaining loans to be much less.	(384,433)
Total	(384,433)



HEALTH CARE COSTS

MISSION STATEMENT

To develop and coordinate budgets, policies and procedures for the County's health care departments in accordance with the strategic goals adopted by the Board of Supervisors, the County Charter, and general laws.

DESCRIPTION OF MAJOR SERVICES

The role of the Health Care Services Division is to seek and support opportunities to foster collaboration among the Public Health Department, Department of Behavioral Health (DBH) and the Arrowhead Regional Medical Center (ARMC). The Division provides regular fiscal and policy analysis relating to the operations of these departments. The Division also reviews and analyzes all agenda items submitted for Board of Supervisors approval as well as all budget submittals and reports relating to San Bernardino County's health care programs. Additionally, this division manages the \$135.8 million Health Care Costs budget, which includes funding for ARMC debt service, health related maintenance of effort costs, and transfers required to obtain federal health care funding.

This budget unit represents the costs of health care related programs for the county general fund. Health care related transactions represented by this budget unit include the Disproportionate Share Hospital (DSH) Supplemental Payments Programs (SB 855, SB 1255, and Graduate Medical Education (GME)), Realignment "AB 8" match, and the county's contribution for Arrowhead Regional Medical Center debt service payments. Summary information regarding key components of this budget unit appears below.

Disproportionate Share Hospital Programs

The DSH programs were established to provide supplemental Medi-Cal payments to hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (shown in this budget unit as Other Charges) to the State. Through a matching process, the County receives back its initial contribution, which is recorded in this budget unit as Current Services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget. The level of the County's contribution is set during the year by the State. As a result, the amounts only represent estimates of the funds needed at the time the budget is prepared. In a similar fashion, the ARMC budget cannot fully reflect the amount of federal health dollars received via DSH programs until the County is notified of the matching amounts during the course of the Fiscal Year. The DSH program comprises two elements:

- The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses a designated percentage of its revenues to provide health care to Medi-Cal and uninsured patients.
- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital.
- The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also a teaching facility/institute. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year.



Realignment and General Fund Support

General fund support and realignment funds are used to pay for the ARMC debt service lease payments, Realignment "AB 8" match and administrative costs related to this budget unit. Note: Specific details regarding the financing sources, which are used to cover the County's \$53.4 million annual debt service obligation for the ARMC facility, are provided in the ARMC Lease Payments (EMD JPL) section of the Proposed Budget.

To qualify for receipt of Health Realignment funding from the State, the County must contribute a "match" of local funds. The matching amount is based on a formula, established through AB 8 in 1979, through which the State provided funding to preserve critical health programs in the aftermath of Proposition 13. When the Realignment program was created in 1991, funding allocations were based on the historical AB 8 formula, and local match requirements remained. The County's match requirement for 2004-05 is \$4.3 million; this amount remains constant each per the historical formula. The Realignment match funded in the Health Care Costs budget meets the County's full obligation to receive Health Realignment dollars, which support the Public Health Department and Arrowhead Regional Medical Center. For 2004-05, the County anticipates receipt of approximately \$56.7 million in Health Realignment funding. Important note: The local match requirement for receipt of Mental Health Realignment funding is reflected in the operating budget for the Department of Behavioral Health.

Realignment funds support this budget as follows:

- Mental Health at 3% (which covers half of administrative costs).
- Health at 97% (which covers half of administrative costs plus debt service payments).

The amounts listed as "Operating Transfers Out" represent the County's net debt service obligation for the payment of the Arrowhead Regional Medical Center facility (\$20.9 million) and the required Realignment "AB 8" match (\$4.3 million) which must by law be transferred into trust before Realignment monies can be directed toward health programs.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	118,341,508	135,628,083	127,628,960	135,812,669
Departmental Revenue	100,641,507	120,628,083	112,628,960	120,812,669
Local Cost	17,700,001	15,000,000	15,000,000	15,000,000
Budgeted Staffing		4.0		4.0

The variance of \$8.0 million is primarily due to variances in Other Charges, Operating transfers out, and Realignment.

Significant variance is estimated in Other Charges (\$15 million) as the County's requirement to transfer funds to participate in the Disproportionate Share Hospital programs is not determined until later in the fiscal year. Since these expenses are fully offset by an equivalent amount of revenue (recorded as Current Services), any variance has no impact on local cost.

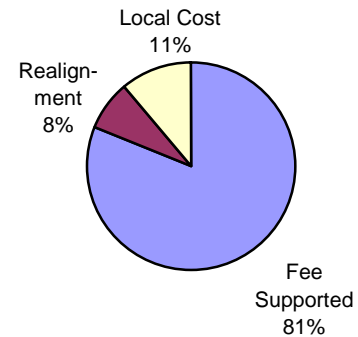
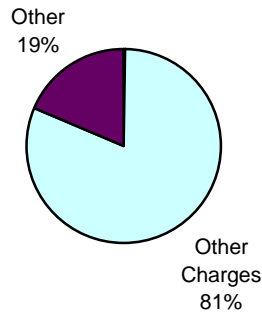
Operating transfers out and realignment are significantly higher than anticipated as a result of a lower reimbursement rate from the state for SB 1732. The reduction in state reimbursements' is due to a decrease in the Arrowhead Regional Medical Center's (ARMC) Medi-Cal Utilization rate. This rate is calculated on an annual basis by the state and it fluctuates up or down based on the number of ARMC's paid Medi-Cal inpatient days compared to other public hospitals in the State of California. As a result of this \$7.0 million adjustment, more transfers from Realignment were needed to cover the Medical Center's Lease Payments. The Medi-Cal Utilization rate is not determined until the end of the fiscal year. Consequently, an annual adjustment to Operating transfers out and realignment is necessary. The combined adjustments for 2001-02 and 2002-03 accounted for a reduction in realignment usage of \$8.7 million.



Other variances existed in salaries and benefits due to unexpected vacancies and in services and supplies due to lower than anticipated expenses for providing Health Insurance Portability and Accountability Act (HIPAA) training to county employees.

Increased 2003-04 transfers are due to the use of HSS support services for operational studies of the Behavioral Health and Public Health Departments.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Health Care Costs
FUND: General

BUDGET UNIT: AAA HCC
FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	342,248	433,289	25,571	-	-	458,860	13,725	472,585
Services and Supplies	74,832	132,952	491	-	-	133,443	(48,141)	85,302
Central Computer	-	-	710	-	-	710	-	710
Other Charges	95,000,000	110,000,000	-	-	-	110,000,000	-	110,000,000
Transfers	135,060	71,060	-	-	-	71,060	16,860	87,920
Total Appropriation	95,552,140	110,637,301	26,772	-	-	110,664,073	(17,556)	110,646,517
Oper Transfers Out	32,076,820	24,990,782	-	-	-	24,990,782	175,370	25,166,152
Total Requirements	127,628,960	135,628,083	26,772	-	-	135,654,855	157,814	135,812,669
Departmental Revenue								
Realignment	17,628,960	10,628,083	26,772	-	-	10,654,855	157,814	10,812,669
Current Services	95,000,000	110,000,000	-	-	-	110,000,000	-	110,000,000
Total Revenue	112,628,960	120,628,083	26,772	-	-	120,654,855	157,814	120,812,669
Local Cost	15,000,000	15,000,000	-	-	-	15,000,000	-	15,000,000
Budgeted Staffing		4.0	-	-	-	4.0	-	4.0



DEPARTMENT: Health Care Costs
 FUND: General
 BUDGET UNIT: AAA HCC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	4.0	135,628,083	120,628,083	15,000,000
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	25,571	25,571	-
Internal Service Fund Adjustments	-	1,201	1,201	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	26,772	26,772	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	4.0	135,654,855	120,654,855	15,000,000
Department Recommended Funded Adjustments	-	157,814	157,814	-
TOTAL 2004-05 PROPOSED BUDGET	4.0	135,812,669	120,812,669	15,000,000

SCHEDULE C

DEPARTMENT: Health Care Costs
 FUND: General
 BUDGET UNIT: AAA HCC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in Salaries and Benefits. Increase is due to step advances.	-	13,725	-	13,725
2. Decrease in Services and Supplies Services and supplies were decreased to reflect a reduction in HIPAA compliance costs.	-	(48,141)	-	(48,141)
3. Increase in Transfers due to MOU increases. Increase in Transfers out to the County Administrative Office and Human Services System for Budget and Administrative Support.	-	16,860	-	16,860
4. Increase in Operating Transfers Out. This increase is related to an increase in Arrowhead Regional Medical Center's debt service payments.	-	175,370	-	175,370
5. Realignment Increased realignment to fund the above costs.	-	-	157,814	(157,814)
Total	-	157,814	157,814	-



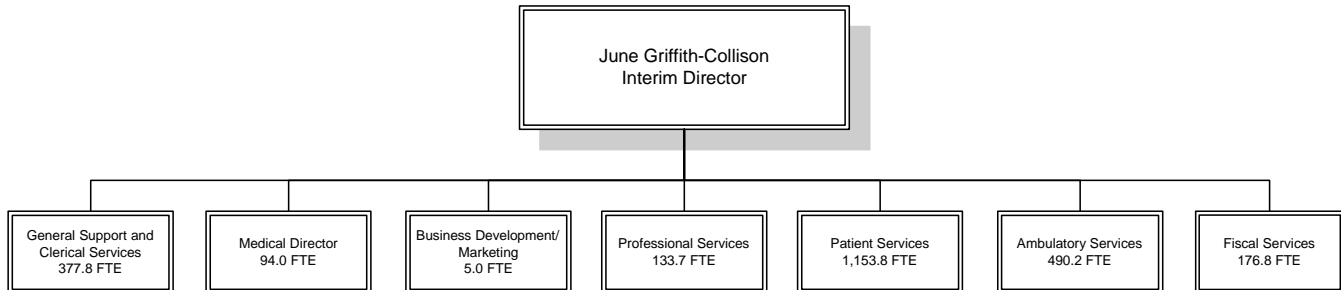
ARROWHEAD REGIONAL MEDICAL CENTER

June Griffith-Collison

MISSION STATEMENT

To provide quality healthcare to the community.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Arrowhead Regional Medical Center	308,682,720	297,970,101		(10,712,619)	2,432.3
Tobacco Tax Funds	1,883,777	1,755,000	128,777		-
TOTAL	310,566,497	299,725,101	128,777	(10,712,619)	2,432.3

Arrowhead Regional Medical Center

DESCRIPTION OF MAJOR SERVICES

The Arrowhead Regional Medical Center (ARMC) provides inpatient and outpatient medical care to county residents in accordance with state law. The medical center operates through an enterprise fund. Under this system, revenues earned from operations are retained to fund the program. ARMC is a state-of-the-art facility which offers the latest in patient care by providing a full range of services which includes inpatient and outpatient services, three family health centers, the Department of Behavioral Health's inpatient services, and other specialized services.

Our inpatient care service lines includes:

- Inland Counties Regional Burn Center which provides total care of burn patients of all ages and serves areas as far as Irvine, Phoenix and Las Vegas
- Labor and Delivery/Maternity which provides monitoring of labor and care during child birth and postpartum
- Epilepsy Monitoring Unit which provides the mechanism to wean non-epileptic patients off anticonvulsive drugs (ACD) and assists in establishing accurate diagnosis for seizure patients
- Medical Intensive Care Unit (MICU), which provides critical care for medical patients requiring continuous assessments and observation
- Medical, Surgical, Oncology, Geriatric, Orthopedics, Medical/Surgical/Telemetry/Renal Transplant which provides patient care, nursing assessment and observation of adult medical/surgery patients and kidney transplant patients
- Neonatal Intensive Care Unit (NICU) which provides care for newborns requiring continuous assessments and observation
- Nursery which is a full service nursery for newborns
- Pediatrics which provides patient care, nursing assessment and observation to pediatric patients
- Surgical Intensive Care Unit (SICU) which provides critical care for surgical patients requiring continuous assessments and observation



- Transplant services which includes actual transplant as well as patient evaluation, follow-up contact with patients after transplants, diagnostic planning and case management

Our outpatient care service lines includes:

- Outpatient Care Specialties which provides a wide range of specialty services such as:
 - Family and Elder Care Community Services which provides preventive health maintenance and primary care for all age
 - Internal Medicine Services which includes Cardiology, Allergy, Nephrology, Endocrinology, Gastroenterology, Hematology, Dermatology, Neurology, Rheumatology, and numerous other subspecialties
 - Surgical Services consists of a variety of general to specialized surgical services for the care of our patients
 - Orthopedic Service provides services for diagnosis and treatment of diseases and abnormalities of the musculoskeletal system
 - Rehabilitation Medicine Services provides care for State disability evaluation, spinal cord injuries, amputees, as well as other rehabilitative services.
 - Pediatric Services provides a variety of comprehensive services and offers well-child visits, high risk follow-up, sick child walk-in visits, as well as pediatric specialties
 - Women's Health Center offers excellent comprehensive pregnancy services from preconception counseling to postpartum care
- Family Health Centers provide outpatient community health care in the form of three clinics called Family Health Centers (FHC's):
 - The Arrowhead McKee Family Health Center
 - The Arrowhead Westside Family Health Center
 - The Arrowhead Fontana Family Health
- Emergency Department provides full service trauma, acute and minor emergency care

Our other specialized services includes:

- Imaging Department (Radiology) services include: x-rays, bone density testing, mammography, stereotactic breast biopsies, CT scan, MRI, ultrasound, nuclear medicine, diagnostic radiology, and radiation oncology
- Neurodiagnostics/EEG/EKG/EMG of the hospital provides outpatient EEG, EKG and EMG testing as well as intra operative monitoring
- Laboratory provides routine lab tests, blood transfusion services and blood donor program, and diagnostic services including chemistry, hematology, bacteriology, toxicology, and pathology
- Pharmacy services include mail order distribution to selected Arrowhead Family Health Centers
- Rehabilitation services includes Physical Therapy/Occupational Therapy/Speech Therapy for trauma rehabilitation, brain injury rehabilitation, spinal column injury rehabilitation
- Respiratory Care/Cardiology Services/Sleep Apnea Lab provides complete cardiopulmonary care including pulmonary stress testing, arterial blood gas tests, continuous mechanical ventilator service, and other respiratory treatments
- Guest Services which includes gift shop, social services, pastoral care and cafeteria dining
- Home Health services which includes rehabilitative care extended to Home Health Care
- Hyperbaric oxygen therapy
- Health Information Library
- Diabetics Education Program
- Wound Care Management

Behavioral Health Services includes:

- Inpatient services for children and adults psychological treatment which includes evaluation, assessment and are treated by our interdisciplinary team of psychiatrists, clinical therapists, nurses and occupational therapists
- Medication, individual and group therapy and family education



Revenue resources for ARMC are comprised of the following: Disproportionate Share Hospital (DSH) Programs (SB 855, SB 1255, GME), third party payors, Medi-Cal and Medicare, AB 915, tobacco tax funds, current services, miscellaneous revenue, and Health Realignment. Summary information regarding key components of this budget unit appears below.

- The DSH programs were established to provide supplemental Medi-Cal payments to certain hospitals that provide services to disproportionate members of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (reflected Health Care Costs (HCC) budget unit) to the state. Through a matching process, the county receives back its initial contribution, the county receives the federal health dollars which are accounted for in the ARMC budget in the state and federal category. The level of the county's contribution is set during the year by the state. As a result, the amounts in the HCC budget only represent estimates of the funds that will be needed to support the transfers, which take place during the coming fiscal year. In a similar fashion, this budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the fiscal year. The DSH program comprises two elements:
 - The SB 855 program provides supplemental payments to hospital that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with the federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses minimum percentage of its revenues to provide health care to Medi-Cal and uninsured patients. This accounts for approximately 10.82% of ARMC's net revenue.
 - The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital. This accounts for 8.56% of ARMC's net revenue.
 - The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also teaching facilities. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year. This accounts for approximately 0.17% of ARMC's net revenue.
- Medi-Cal fee for service is a state run insurance program that covers medical bills for low-income patients and accounts for 21.95% of ARMC's net revenue.
- Medi-Cal Managed Care is a program that is administered by Inland Empire Health Plan (IEHP) and it covers medical costs for low-income patients under an HMO type structure and it accounts for 2.96% of ARMC's net revenue.
- Centers for Medicare and Medicaid Services (CMS) approved California's Medicaid State Plan Amendment (SPA) implementing the provisions of AB 915 (Welfare and Institutions Code Section 14105.96, Statutes of 2002). AB 915 is a new bill approved during this year and it will provide public hospitals with a Medicaid supplemental payment for unreimbursed Medi-Cal hospital outpatient fee-for-service expenses. This measure was implemented retroactively from July 1, 2002 and will be effective in the 2003-04 year and each fiscal year, thereafter. The supplemental Medi-Cal payment will be based on each hospital's certified public expenditures (CPE), which will be matched with federal Medicaid payments. The net new money to ARMC will be limited to the federal share of the unreimbursed Medi-Cal expenses that are certified. This new revenue accounts for 2.73% of ARMC's net revenue.



- Medicare is a federal insurance program for people over the age of 65 and it accounts for 10.46% of ARMC's net revenue.
- Tobacco Tax funds are allocated by the state to partially reimbursed hospitals for uncompensated medical care and they account for 0.39% of ARMC's net revenue.
- The current services revenue category is comprised of:
 - Insurance Revenue from third party insurance carriers paying on behalf of patients primarily receiving services from ARMC's trauma center. This revenue accounts for 20.15% of ARMC's net revenue.
 - A contract with Department of Behavioral Health, for provision of services to mentally ill inpatients, accounts for 6.69% of ARMC's net revenue.
 - Self-pay revenue consists of payments from patients who do not qualify for any reimbursement program and are responsible for their own bills; it accounts for 3.50% of ARMC's net revenue.
- Other revenue is primarily cafeteria sales, reimbursements from contracted physicians for office space, and payment from Riverside Regional County Medical Center (RRCMC) for services provided by ARMC's medical residents assigned to RRCMC. This revenue accounts for 1.13% of ARMC's net revenue.
- Health Realignment is a portion of the vehicle license fees and sales tax collected by the state and distributed to counties to cover the cost of indigent health care. It accounts for 10.25% of ARMC's net revenue.

BUDGET AND WORKLOAD HISTORY

	<u>*Actual 2002-03 as Restated</u>	<u>Budget 2003-04</u>	<u>Estimate 2003-04</u>	<u>Proposed 2004-05</u>
Total Requirements	261,993,243	274,094,127	281,920,325	308,682,720
Total Financing Sources	257,161,998	263,631,781	272,049,060	297,970,101
Revenue Over/(Under) Expense	(4,831,245)	(10,462,346)	(9,871,265)	(10,712,619)
Budgeted Staffing		2,299.9		2,432.3
Fixed Assets	843,329	1,537,654	1,739,370	1,601,744

Workload Indicators

Average Daily Inpatient Census ARMC	251	249	257	272
Average Daily Inpatient Census DBH	57	56	56	56
Emergency Room Visits	66,734	74,000	88,441	97,790
Outpatient Clinic Visits	221,101	221,000	233,528	244,534

* 2002-03 Actuals were restated to reflect depreciation expense of \$12.0 million to be consistent with the 2003-04 budget.

Estimated salaries and benefits are higher than budgeted in 2003-04 by 3.0% or \$4.1 million due to increase in staffing attributed by increase in patient volume and in compliance with the required staffing ratio in nursing care services. In addition, services and supplies costs increased by 2.5% or \$3.0 million, primarily in medical supplies and pharmaceutical costs in proportion to the increase in patient volume. The \$0.8 million variance in other charges is due to reclassification of the Medically Indigent Adults (MIA) payments previously budgeted in services and supplies.

Revenues were higher than budgeted in 2003-04 by 3.42% or \$8.4 million. Collections from insurance and private pay have increased significantly as a result of elimination of third party contracts, whereby, case rates and negotiated contracted discounts are now paid at retail prices, and due to faster and better billing and collection processes put in place. The \$14.0 million increase in current services was partially offset by a decrease of \$5.4



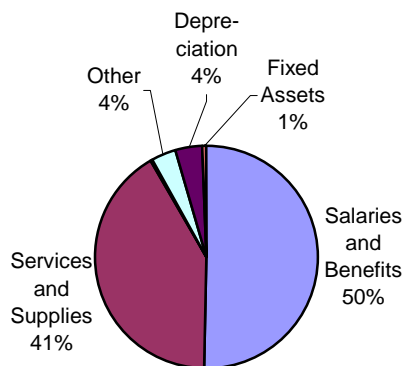
million in state and federal revenue primarily due to less than anticipated SB 1255 revenue offset by the new AB 915 revenue.

The volume increases are seen in average daily census by 2.54% or 7.75 patient days per day; emergency room visits by 19.52% or 39.5 visits more per day; outpatient visits by 5.7% or additional 34 visits per day. The significant increase in emergency visits is due to creating additional patient screening rooms in September 2003, which allowed more patients to be seen per day. This directly contributes to the inpatient census increase.

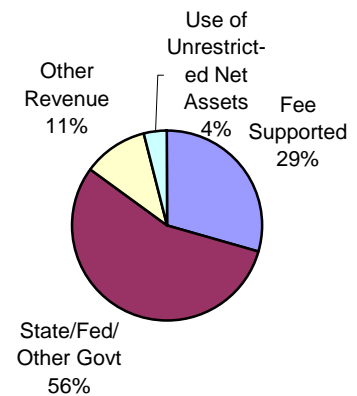
The 2004-05 budget projects the following volume increases: 17.57% or 3,725 more admissions which yields 7.49% or 8,031 more patient days; 32.15% or 23,790 more emergency room visits; and 10.65% or 23,534 more outpatient visits. There is no change in the Behavioral Health inpatient days.

The volume increases are primarily due to anticipated improvement in length of stay by 8.82% which would accommodate 10.21 more admissions per day; renovation and expansion of the emergency room, and remodel of the leased building for Westside Clinic which would accommodate more outpatient visits and better efficiency in current operations.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Medical Center
 FUND: Arrowhead Regional Medical Center

BUDGET UNIT: EAD MCR
 FUNCTION: Health and Sanitation
 ACTIVITY: County Medical Center

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H 2004-05 Proposed Budget
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		
Appropriation								
Salaries and Benefits	139,292,892	135,178,607	9,262,399	971,795	-	145,412,801	10,924,695	156,337,496
Services and Supplies	120,134,686	117,156,033	-	1,248,343	-	118,404,376	9,710,683	128,115,059
Central Computer	617,038	617,038	-	-	-	617,038	121,852	738,890
Other Charges	820,866	10,120	-	51,738	-	61,858	827,905	889,763
Transfers	942,292	1,132,329	-	(170,576)	-	961,753	(42,104)	919,649
Total Appropriation	261,807,774	254,094,127	9,262,399	2,101,300	-	265,457,826	21,543,031	287,000,857
Depreciation	12,112,551	12,000,000	-	-	-	12,000,000	314,363	12,314,363
Oper Trans Out	8,000,000	8,000,000	-	587,500	-	8,587,500	780,000	9,367,500
Total Requirements	281,920,325	274,094,127	9,262,399	2,688,800	-	286,045,326	22,637,394	308,682,720
Departmental Revenue								
State, Fed or Gov't Aid	160,964,111	166,385,651	-	8,112,655	-	174,498,306	(1,526,748)	172,971,558
Current Services	77,077,338	63,006,339	-	-	-	63,006,339	28,062,322	91,068,661
Other Revenue	3,457,611	3,089,791	-	75,000	-	3,164,791	215,091	3,379,882
Total Revenue	241,499,060	232,481,781	-	8,187,655	-	240,669,436	26,750,665	267,420,101
Operating Transfers In	30,550,000	31,150,000	-	-	-	31,150,000	(600,000)	30,550,000
Total Financing Sources	272,049,060	263,631,781	-	8,187,655	-	271,819,436	26,150,665	297,970,101
Rev Over/(Under) Exp	(9,871,265)	(10,462,346)	(9,262,399)	5,498,855	-	(14,225,890)	3,513,271	(10,712,619)
Budgeted Staffing		2,299.9	-	17.5	-	2,317.4	114.9	2,432.3
Fixed Asset								
Equipment	1,250,000	1,250,000	-	-	-	1,250,000	(250,000)	1,000,000
L/P Equipment	489,370	287,654	-	353,821	-	641,475	(39,731)	601,744
Total Fixed Assets	1,739,370	1,537,654	-	353,821	-	1,891,475	(289,731)	1,601,744

Budget Highlights

Based on the projected inpatient census and outpatient activity, expenses are expected to increase in 2004-05 by \$34.6 million or 12.6% from the 2003-04 budget as outlined below.

Personnel costs are budgeted to increase by \$21.1 million or 15.65%. Of this amount, \$9.2 million is due to labor negotiations, retirement costs, and workers' compensation rate increases.

The net change in budgeted staffing is an additional 132.4 positions to accommodate the volume increases, compliance in nursing staffing ratio in patient services, additional services such as renal dialysis, hyperbaric therapy, and echo cardiology services, and increased security measures for patient's safety. The following units were affected:

- Nursing Services increased by 54.6 Registered Nurses.
- Ancillary Services increased by 14.0 primarily laboratory and rehabilitation positions.
- Support Services increased by 46.3 clerical and professional positions for the following departments: Housekeeping, Security, Information Technology, Patient Accounting, Materials Management, Case Management, Human Resources, and Dietary Services.
- Medical Records increased by 17.5 to replace Public Service Employees. These positions were added in Mid-year.

Services and supplies are budgeted to increase by \$11.0 million or 9.35% primarily due to increase in volume and inflationary factors and other changes in patient services. This increase is related to several changes with the most significant explained below:

- Internal Service Fund costs increased by \$1.4 million with the majority being related to insurance premiums.



- Medical Supplies is projected to increase by \$3.6 million due to increases in patient activity and projected inflationary cost.
- Pharmaceuticals are projected to increase by \$4.0 million or 21.45% due to increase in prescription lines.
- Information Technology is projected to increase by \$1.4 million due to Infrastructure enhancements additional software and licenses.
- During the year, the Board approved several contracts due to renewals or replacements of old contracts that increased services and supplies by \$1.2 million.
- Utility costs are rising by approximately \$0.4 million due to higher electricity usage and water charges.
- These increases are partially offset by cost decreases of \$1.0 million due several changes in professional services, the reclassification of the MIA payments now budgeted in other charges, and other miscellaneous decreases.

Operating Transfers Out increased by \$1.4 million due to the following capital improvement projects: Emergency room remodel approved mid-year, street repaving, and remodel of the Westside clinic.

Based on the projected inpatient census, outpatient activity, anticipated rate increases, and collection trend, revenues are expected to increase by 13.03% or \$34.3 million in the 2004-05 budget.

The state and federal revenue category will increase by a net \$6.6 million. This will result from the following:

- SB 855 funding is expected to increase by \$3.0 million due to a special provision allocated to public hospitals, a 16% increase on a one-time, non-cumulative basis.
- SB 1255 is estimated to decline by \$10.3 million. ARMC was unable to pursue this increase, as its other revenue sources were significantly higher than anticipated. The estimate is based on actual receipts during the year of \$22,000,000.
- GME is projected to increase \$0.5 million based on actual receipts.
- Medi-Cal fee for service is projected to increase by a net \$3.6 million due to increase in patient days, outpatient visits, and emergency visits.
- Tobacco Tax funds are projected to decrease by \$1.9 million or 61.3% based on receipts trends.
- Medi-Cal Managed Care funding (IEHP) has decreased by approximately \$1.6 million due to a contract change resulting in risk pool payments more favorable to the physician groups and the decrease in membership in IEHP direct product line.
- Medicare revenue is projected to increase by approximately \$5.2 million or 19.95% due to increase in discharges and projected increase in Federal Diagnosis Related Group (DRG) payment amounts effective October 2004.
- During the year, the Board approved additional revenues of \$8.1 million as a result of AB 915.

The current services revenue category will increase by a net \$28.1 million. This will result from the following:

- Due to the cancellations of HMO contracts, increase in admissions, a 10% charge rate increase implemented in the current year, ARMC expects a revenue increase of \$19.5 million from the 2003-04 budget. ARMC proposes to raise charge rates by another 6%, raising revenues by an additional \$3.4 million. The increase in rate reflects growing operational costs and is consistent with rate schedules of other area hospitals.
- Enhanced collection efforts are projected to increase Private Pay revenues by approximately \$5.2 million.

DEPARTMENT: Medical Center
 FUND: Arrowhead Regional Medical Center
 BUDGET UNIT: EAD MCR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	2,299.9	274,094,127	263,631,781	(10,462,346)
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	9,262,399	-	(9,262,399)
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	9,262,399	-	(9,262,399)
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	17.5	2,688,800	8,187,655	5,498,855
Subtotal	17.5	2,688,800	8,187,655	5,498,855
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	2,317.4	286,045,326	271,819,436	(14,225,890)
Department Recommended Funded Adjustments	114.9	22,637,394	26,150,665	3,513,271
TOTAL 2004-05 PROPOSED BUDGET	2,432.3	308,682,720	297,970,101	(10,712,619)
2003-04 FINAL FIXED ASSETS		1,537,654		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		353,821		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(289,731)		
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET		1,601,744		



SCHEDULE C

DEPARTMENT: Medical Center
 FUND: Arrowhead Regional Medical Center
 BUDGET UNIT: EAD MCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries & Benefits Salaries & Benefits are expected to increase by \$10.9 million with the addition of 114.9. *Nursing Services - 54.6 Registered Nurses for projected volume increases and compliance with patient ratios. The increases occurred in the following departments within the hospital: <ul style="list-style-type: none"> - Emergency Room - 16.3 to cover the 32.1% increase in visits - Hyperbaric O2 Therapy - 4.0 for a new department to support wound care. - Trauma - 11.6 to meet state staffing requirements. - Renal Dialysis - 12.5 to bring this service in-house and a 137% increase in volume for expanding this service to outpatient patients. - Special Procedure Lab - 6.0 due to a 105% increase in volume. - Float Pool Registered Nurse Per Diem - 4.2. *Ancillary Services - 14.0 due to volume increases or new services. The following departments within the hospital were affected: <ul style="list-style-type: none"> - 4.4 in the Laboratory to accommodate the 22.6% volume increase. - 4.6 in Cardiology to accommodate the expansion in Echocardiology and the Cardiac Cath Lab, to reduce outpatient wait time in Ultrasound and for physical therapy for the Cardiac Health Management Program. - 5.0 in Rehabilitation Services due to a reorganization of the unit and expected increase in volume of 15.3%. *Support Services increased by the following 46.3; <ul style="list-style-type: none"> - 9.8 Custodians to handle linen distribution and improve services at the family health clinics and the cafeteria area. - 21.0 Security Technicians to allow for conversion of existing contract staff to in-house employees. - 2.0 in Information Management for the Fiscal Business Application Manager and the Business Systems Tech. - 5.0 in Patient Accounting - due to a reorganization to provide better customer service, billing and collections services and volume increased of 8.5%. - 3.0 - clerical and clinical assistants in Case Mgmt to accommodate the increase in patient days. - 1.0 Fiscal clerk for Materials Mgmt to handle additional purchases associated with the increased patient volume. - 1.0 Human Resources Officer to stay current with workload and investigative reports and disciplinary actions. - 3.5 Food Service Workers to accommodate the increased in patient days. 	114.9	10,924,695	-	(10,924,695)
2.	Adjustments to Internal Service Funds The following changes were made in services and supplies: <ul style="list-style-type: none"> - increase in Comnet charges and special services, Radio charges, Risk Management Liabilities, and Presort packaging. - decrease in Comnet outside services, cellular services, Distributed equipment, and ISD labor. 	-	1,431,889	-	(1,431,889)
3.	COWCAP COWCAP was reduced by \$0.8 million by the Auditor/Controller's Office.	-	(771,472)	-	771,472
4.	Increase in medical supplies and pharmaceuticals. Medical Supplies (\$3.6 million) are projected to increase due to a 2.5% inflation and new programs such as dialysis, Gastrointestinal laboratory tests, increase in inpatient census primarily in Burn care and the Emergency Room. Pharmaceuticals (\$4. 0 million) are projected to increase due to volume increases. The Average Daily Census is expected to increase by 9.2%, Emergency Room visits by 32.1% and Outpatient Clinic visits by 10.65%.	-	7,616,442	-	(7,616,442)
5.	Information Technology changes Increases in computer software and noninventoriable equipment are due to the following: <ul style="list-style-type: none"> - Purchase of new Meditech modules - Deploy a wireless network (patient care systems (PCS) - nursing carts and Wireless Access Points) that will provide mobility and ease of use of clinical staff's access to patients medical information for better efficiency and patient care. - Purchase of new configuration software for a network upgrade. 	-	1,440,387	-	(1,440,387)
6.	Utilities Utilities costs are expected to increase due to increase in patient volume.		394,380	-	(394,380)



SCHEDULE C

DEPARTMENT: Medical Center
 FUND: Arrowhead Regional Medical Center
 BUDGET UNIT: EAD MCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
7. Other Professional Services The following changes were made to professional services: - Dialysis contract is expiring on September 2004 and the services will be brought in-house - (\$601,500). - Decrease in managed care medical services due to a decreased in Inland Empire Health Plan (IEHP) direct membership (\$339,058). - Net decrease in all other contracts - (\$759,140). - Increase in patient services for the Family health clinics - \$573,039. - Increase in pharmacy services due to increase in patient volume - \$805,673. - Increase in services due to HIPAA compliance. A new contract will be needed for an Access control system to institute security access to patient information and reports from vendors, visitors, and employees - \$200,000.	-	(120,986)	-	120,986
8. General Maintenance Equipment and Structures Increase in maintenance costs due to aging equipment primarily in medical imaging and additional building maintenance needed.	-	352,552	-	(352,552)
9. Operating Rents and Leases - Equipment Rental equipment cost are expected to increase as a result of entering into new agreements to replace obsolete equipment.	-	221,262	-	(221,262)
10. Reclassify Medically Indigent Adult payments from Services and Supplies Payments of Medically Indigent Adults (MIA/CMSP) claims previously paid out of services and supplies are now budgeted in Other Charges		(775,000)	-	775,000
11. Decrease to various expenses. Miscellaneous Changes in services and supplies.	-	(78,771)	-	78,771
12. Data Processing Charges Increase charges per ISD.		121,852	-	(121,852)
13. Other Charges Increase due to the following: - Higher interest payments on GE leases - \$53K. - Payments of Medically Indigent Adult (MIA/CMSP) claims which were previously paid out of services and supplies are now budgeted here - \$775K. This is a reclassification, no effect in total appropriations.	-	827,905	-	(827,905)
14. Decrease in Transfers Out Clinic rental payments decreased due to terminating the rental contract for a Medically Indigent Adults (MIA/CMSP) clinic in Yucca. The CMSP provider is now responsible for these costs.		(42,104)	-	42,104
15. Depreciation Increased depreciation expense for capitalized equipment.		314,363	-	(314,363)
16. Increase in Operating Transfers Out Increase is due to new capital improvement projects: - Road repaving \$150 K - Renovation and expansion of the Westside Clinic located in downtown San Bernardino to accommodate increase patient visits, improve patient flow and customer service, and provide efficiency in throughput \$630 K.	-	780,000	-	(780,000)
17. State Aid The following changes were made to State Aid: Decrease in: - SB 1255 as ARMC was unable to pursue the anticipated increase since other revenue sources were higher than anticipated (\$-10.3 million). - Tobacco Tax allocation from the state (\$-1.9 million). - Medi-Cal Managed Care revenues due to a change in contract resulting in risk pool payments more favorable to the physician groups and a decrease in enrollees (\$-1.6 million). Increase in: - Medi-Cal fee for services revenue due to a projected increase in patient days (\$4.9 million). This revenue increase was partially offset due to an anticipated 3% Medi-Cal rate increase from California Medical Assistance Commission (CMAC) not realized (\$-1.3 million). - SB 855 due to a 16% special, temporary increase in allotments on a one-time, non-cumulative basis (\$3.0 million). - SB 1255 related to the Graduate Medical Education (GME) program (\$0.5 million).	-	-	(6,713,268)	(6,713,268)



SCHEDULE C

DEPARTMENT: Medical Center
 FUND: Arrowhead Regional Medical Center
 BUDGET UNIT: EAD MCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
18. Federal Aid Federal Aid increased by \$5.2 million because of a 5% increase in discharges and an increase in the Federal Diagnostic Related Group (DRG) payment rate.	-	-	5,186,520	5,186,520
19. Current Services The following changes were made to current services: - Increase in private Pay (\$5.2 million) and Insurance revenue (\$22.8 million) due to improve billing and collection efforts and a proposed 6% rate increase.	-	-	28,062,322	28,062,322
20. Other Revenue Other revenue increased by \$0.2 million from various sources.	-	-	215,091	215,091
21. Operating Transfers In Operating Transfers In decreased by \$0.6 million with the elimination of trauma funding from Public Health.	-	-	(600,000)	(600,000)
Total	114.9	22,637,394	26,150,665	3,513,271

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Equipment Purchases Equipment Purchases are decreasing by \$0.3 million due to the proposed buyouts of capital leases never occurring.	(250,000)
2. Decrease in Capital Leases Decrease is due to leases for copiers expiring. New leases will now be operating leases instead of capital leases and are reflected in services and supplies.	(39,731)
Total	(289,731)



Tobacco Tax Funds

DESCRIPTION OF MAJOR SERVICES

The Arrowhead Regional Medical Center established these funds in 1989-1990 to facilitate the transfer of Tobacco Tax funds to the County hospital, Non-County hospitals and Physicians, as required by the State Department of Health Services. The funds will then be disbursed per guidelines established by the state.

These funds are allocated by the state to county hospitals, non-county hospitals, and physicians to partially reimburse them for uncompensated medical services. ARMC is projected to net approximately \$1.17 million from this revenue source in 2004-05, and will transfer the balance to area hospitals in accordance with the prescribed distribution formula.

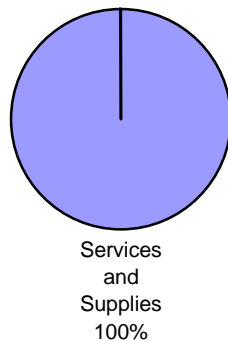
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

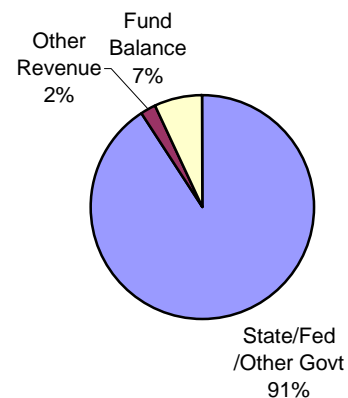
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	3,673,889	4,390,510	2,313,997	1,883,777
Departmental Revenue	3,608,934	3,648,209	1,700,473	1,755,000
Fund Balance		742,301		128,777

The 2003-04 estimated revenue is based on the state's allocation letter received by the Medical Center. The department's request for 2004-05 assumes a decrease in revenues, consistent with recent trends for receipt of revenue from taxes imposed on tobacco products.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Arrowhead Regional Medical Center
 FUND: Tobacco Tax Funds

BUDGET UNIT: RGA - RGR
 FUNCTION: Health and Sanitation
 ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	2,313,997	4,390,510	-	-	-	4,390,510	(2,506,733)	1,883,777
Total Appropriation	2,313,997	4,390,510	-	-	-	4,390,510	(2,506,733)	1,883,777
Departmental Revenue								
Use Of Money & Prop	72,348	145,000	-	-	-	145,000	(99,000)	46,000
State, Fed or Gov't Aid	1,628,125	3,503,209	-	-	-	3,503,209	(1,794,209)	1,709,000
Total Revenue	1,700,473	3,648,209	-	-	-	3,648,209	(1,893,209)	1,755,000
Fund Balance		742,301	-	-	-	742,301	(613,524)	128,777

SCHEDULE C

DEPARTMENT: Arrowhead Regional Medical Center
 FUND: Tobacco Tax Funds
 BUDGET UNIT: RGA - RGR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Decrease Services and supplies Decrease appropriations to reflect a lower state allocation and a decrease in fund balance.	-	(2,506,733)	-	(2,506,733)
2. Decrease in tobacco revenues The 2003-04 state allocation was significant lower than anticipated. This adjustment reflects the lower allocation. The department expects to receive the same funding in 2004-05 as in 2003-04.	-	-	(1,794,209)	1,794,209
3. Decrease in interest revenue Interest revenue decreased due to a lower cash balance in the account because of anticipated used of fund balance.	-	-	(99,000)	99,000
Total	-	(2,506,733)	(1,893,209)	(613,524)

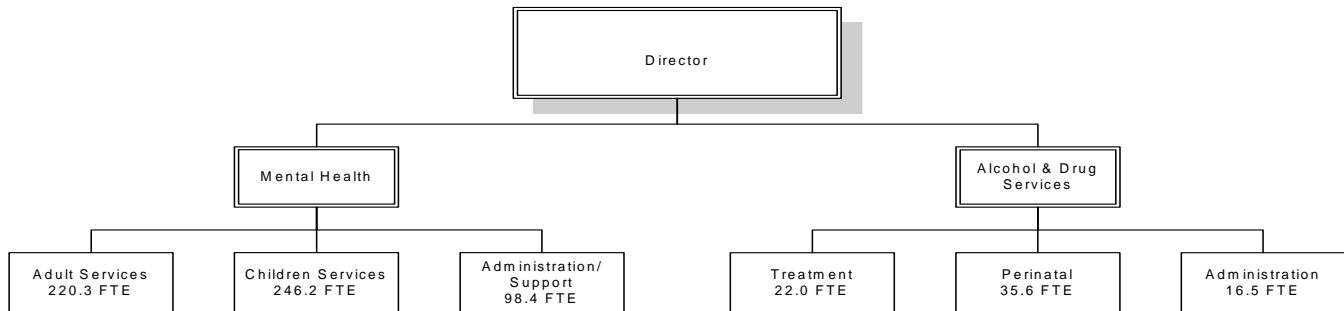


BEHAVIORAL HEALTH

DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health will help individuals living with the problems of mental illness and substance abuse to find solutions to challenges they face so that they may function well within their families and the community. The Department of Behavioral Health staff will be sensitive to and respectful of all clients, their families, culture and languages. The Department of Behavioral Health will use the taxpayers' money wisely to meet its goals while following all governmental guidelines and requirements. The Department of Behavioral Health will provide a pleasant workplace for its staff members so that they may be creative and effective in their jobs. The Department of Behavioral Health will provide a pleasant environment for clients in which to receive services.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05					
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Behavioral Health	110,521,180	108,678,427	1,842,753		565.9
Alcohol and Drug Services	20,577,850	20,428,392	149,458		74.1
Special Patient Account	3,496	1,760		1,736	-
Driving Under the Influence Prog.	332,847	111,254		221,593	-
State Block Grant Carryover Prog.	3,783,547	1,525,000		2,258,547	-
Court Alcohol and Drug Fines	972,682	420,000		552,682	-
TOTAL	136,191,602	131,164,833	1,992,211	3,034,558	640.0

Behavioral Health

DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health (DBH) is responsible for providing mental health services to county residents who are either unable to afford treatment or do not live in proximity to private services. Treatment is provided to all age groups, with primary emphasis placed on treating children, families and chronically mentally ill adults (in that priority). Services are delivered throughout the county via a network of department-operated clinics, community based contract providers (residential and psychiatric skilled nursing facilities and acute hospitals), public schools, and other community based settings. Services include: information and referrals, community outreach, client self-help and support groups, a variety of children's programs, mentally ill homeless program, employment services, case management, crisis and transitional residential assistance, augmented board and care placements, conservatorship services, supportive housing services and client transportation assistance. The department also operates as a training setting by administering various internship programs and offering continuing education for licensed department and contractor staff.

Mental health services are principally funded by realignment funds generated from state sales tax and vehicle license fees (44%), state revenues (4%) and federal revenue (45%). The remaining seven percent of revenue sources are insurance/patient fees, reimbursements, other miscellaneous revenue, and local cost MOE. The local cost of \$1,842,753 represents the required realignment revenue maintenance of effort (MOE).



BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	117,341,111	121,296,698	114,456,772	110,521,180
Departmental Revenue	115,498,359	119,453,945	112,614,019	108,678,427
Local Cost	1,842,752	1,842,753	1,842,753	1,842,753
Budgeted Staffing		686.2		565.9

Workload Indicators

Direct billable hours: Clinic	242,418	202,754	209,422	226,811
Direct billable hours: Contract	107,684	68,104	118,796	99,486
Direct billable hours: Fee for service	34,220	24,205	32,617	32,617
Medical Administrative Activity hours	33,087	33,496	33,283	34,579
Quality Assurance hours	15,532	8,120	29,924	18,638
Outreach hours clinic & contract	84,865	75,764	9,308	8,993
Day treatment hours: Habilitative (clinic & contract)	56,692	-	27,977	27,676
Day treatment hours: Intensive	59,639	20,800	62,961	20,960

Variances between estimated and budget for 2003-04 existed in salaries and benefits, contract agency costs, transfers, reimbursements, and realignment.

In an effort to reduce the use of Realignment fund balance to cover ongoing expenditures, DBH held many positions vacant throughout the year resulting in salary savings. Furthermore, the decrease in services and supplies is due primarily to aggressive efforts to reduce general office expenses and equipment purchases, reduced contracted services, and postponement of a new Medical Information System implementation. As a result of these efforts, the realignment draw decreased by \$7.0 million.

Variance in transfers is due to the elimination of the Children's System Of Care (CSOC) program funded by a state grant, which reimbursed the Department of Public Health and the Department of Child Support for their services.

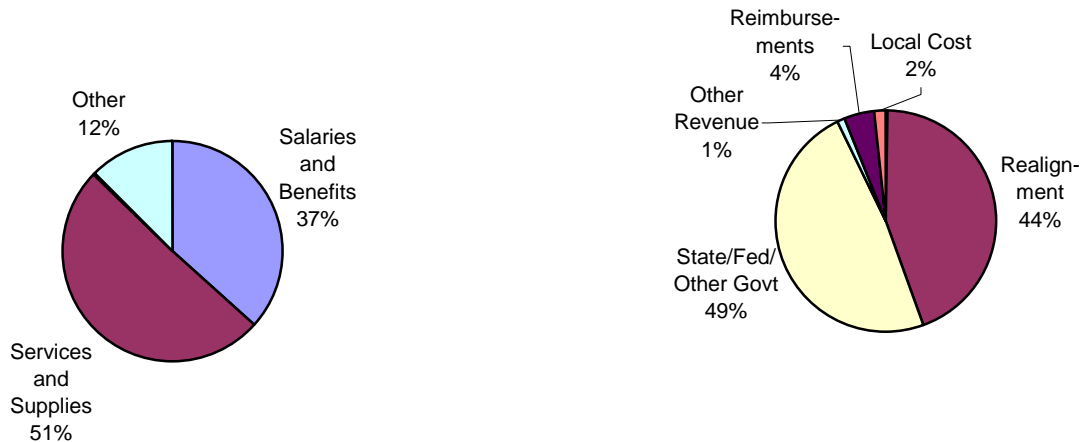
The variance in reimbursements is due to unspent CalWorks allocation funds. The department continues its efforts to maximize this funding source.

Workload indicators variances between estimated and budget for 2003-04 existed in the following areas:

- Direct billable hours — Clinics and Contracts: The 2003-04 budget of 68,104 for Contract Billable Hours was understated as it did not include an estimate for contracted services approved in January of 2003. The revised 2003-04 Budget Contract Billable Hours is 118,796. The 2004-05 budget reflects a shift of services from contract providers to existing DBH clinics.
- Direct billable hours – Fee for service (FFS): This network continues to increase, as does the demand for services. However, the Department will be implementing new procedures aimed at lowering costs in the FFS network and improving continuum of care to clients through other DBH sponsored programs. The 2004-05 workload indicators are projected at no increase, as it is believed that any growth will be offset by the changes outlined above.
- Quality Assurance: The 2003-04 budget of 8,120 was in error due to a data extraction problem. The corrected amount is 17,396. The estimated hours reflect a one-time increase as a result of a special project. This project has been completed and the 2004-05 budget reflects the decrease.
- Outreach hours: The variance is primarily due to changes made to the Department's service delivery system. Outreach services are non-billable and are nearly 100% realignment funded. Staff providing these services were re-directed to clinics providing billable services or grant funded programs. The methodology used in capturing this information was also changed, which contributes to the large variance.
- Day Treatment (Day Tx): The 2003-04 budget included plans to shift from habilitative Day Tx to Intensive. However, only approximately 50% occurred, creating a variance in both categories. In addition, the 2003-04 budget for intensive day treatment was understated, as it did not include contracted services and should be revised to 62,961. The 2003-04 estimated workload indicator for Intensive Day Tx reflects a slight increase over 2002-03 actual services. However, the 2004-05 indicators reflect the reduction expected when contracts are restructured or eliminated.



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Behavioral Health
FUND: General

BUDGET UNIT: AAA MLH
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	43,021,052	45,927,158	2,878,579	85,930	-	48,891,667	(6,581,152)	42,310,515
Services and Supplies	60,229,976	63,460,816	540,444	1,630,710	-	65,631,970	(7,121,719)	58,510,251
Central Computer	407,902	407,902	115,529	-	-	523,431	-	523,431
Other Charges	3,910,325	4,104,225	-	-	-	4,104,225	(72,474)	4,031,751
Transfers	4,034,558	4,750,339	-	(246,375)	-	4,503,964	173,906	4,677,870
Total Exp Authority	111,603,813	118,650,440	3,534,552	1,470,265	-	123,655,257	(13,601,439)	110,053,818
Reimbursements	(3,435,866)	(4,096,495)	-	-	-	(4,096,495)	-	(5,175,391)
Total Appropriation	108,167,947	114,553,945	3,534,552	1,470,265	-	119,558,762	(14,680,335)	104,878,427
Oper Transfers Out	6,288,825	6,742,753	-	-	-	6,742,753	(1,100,000)	5,642,753
Total Requirements	114,456,772	121,296,698	3,534,552	1,470,265	-	126,301,515	(15,780,335)	110,521,180
Departmental Revenue								
Realignment	59,857,469	66,771,891	2,706,406	(1,187,310)	-	68,290,987	(17,225,687)	51,065,300
State, Fed or Gov't Aid	51,054,261	50,709,147	828,146	2,657,575	(832,587)	53,362,281	2,536,589	55,898,870
Current Services	267,604	268,499	-	-	-	268,499	(895)	267,604
Other Revenue	1,434,685	1,704,408	-	-	-	1,704,408	(257,755)	1,446,653
Total Revenue	112,614,019	119,453,945	3,534,552	1,470,265	(832,587)	123,626,175	(14,947,748)	108,678,427
Local Cost	1,842,753	1,842,753	-	-	832,587	2,675,340	(832,587)	1,842,753
Budgeted Staffing		686.2	-	-	-	686.2	(120.3)	565.9

Budget Highlights:

The majority of Behavioral Health services are funded with State Realignment revenues. In recent years, the budget has included a combination of ongoing realignment funds as well as use of unspent realignment fund balance. To better align spending with receipt of ongoing realignment funding, the department made significant cuts in the 2003-04 budget and proposes additional reductions in salaries and benefits of \$6.5 million, services and supplies of \$7.1 million, and capital improvements of \$1.1 million (renovation of building H) in the 2004-05 budget.

The net change to budgeted staffing is a reduction of 120.3 positions. The majority of these positions are currently vacant due to attrition and the county's hiring freeze. The department is working with Human Resources to transfer staff from unfunded positions to other positions in the county. These reassignments and transfers will minimize the need for layoffs.



The reduction in services and supplies is primarily due to a \$8.3 million reduction in contracted services partially offset by an increase in computer software of \$1.9 million. The department intends to preserve current service levels to its target population (Medi-Cal eligible children/families and persistently mentally ill adults) by eliminating services to non-targeted population, which are predominantly realignment funded. Furthermore, the proposed contracted services will allow the department to maintain a network of community-based sub-contractors in geographic areas not served by DBH clinics. Computer software increased due to the implementation of a new Medical Information System (Meditech), which is necessary as the existing system is outdated and no longer supported by the vendor.

As a result of these department recommended cost reductions, realignment revenue is decreased by \$17.2 million. However, Board approved base and mid-year changes partially offsetting the decrease, bringing the total realignment savings to 15.7 million.

The increased in state and federal revenue is primarily due to increased billing rates and increased in the number of services provided to Medi-Cal/Early, Periodic, Screening, Diagnostic, and Treatment (EPSDT) eligible children.

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	686.2	121,296,698	119,453,945	1,842,753
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	2,878,579	2,878,579	-
Internal Service Fund Adjustments	-	655,973	655,973	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	3,534,552	3,534,552	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	1,470,265	1,470,265	-
Subtotal	-	1,470,265	1,470,265	-
Impacts Due to State Budget Cuts	-	-	(832,587)	832,587
TOTAL BASE BUDGET	686.2	126,301,515	123,626,175	2,675,340
Department Recommended Funded Adjustments	(120.3)	(15,780,335)	(14,947,748)	(832,587)
TOTAL 2004-05 PROPOSED BUDGET	565.9	110,521,180	108,678,427	1,842,753

SCHEDULE B

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Managed Care Allocation	-	-	(832,587)	832,587
The managed care allocation was reduced during the 2003-04 budget. Due to the state budget crisis, the Department believes that a managed care reduction in the 2004-05 is likely to happen. However, legislation must be put in place to modify the allocation. If this occurs, Realignment revenue will be used to offset this reduction.				
Total	-	-	(832,587)	832,587



SCHEDULE C

DEPARTMENT: Behavioral Health
 FUND: General
 BUDGET UNIT: AAA MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduce Payroll costs associated with Employment Services Specialist (ESS). Less than anticipated ESS positions from Human Services Systems.	-	(433,470)	-	(433,470)
2. Medical Staff (MD) Deleted contract psychiatrist positions due to restructuring the Medical Staff.	(3.8)	(634,000)	-	(634,000)
3. Delete 116.5 positions - Delete 96.0 positions that became vacant during FY2003-2004 and remained unfilled due to a hiring freeze. - Delete 16.0 filled positions that are unfunded for FY 04-05. The department is trying to place incumbents in other departments budgeted vacant positions. - Add a 0.5 Business Application Manager for ongoing support of the Department's Information technology systems and to assist with the implementation of Meditech. - Delete a net of 5.0 clerical and program positions due to transfers in/out between Behavioral Health and Alcohol and Drug. The department is trying to mix mental health professionals with alcohol and drug professionals to better serve clients with co-occurring diagnoses (mental health and substance abuse).	(116.5)	(5,513,682)	-	(5,513,682)
4. Services and supplies Reduce services and supplies by \$522,398 associated to the staffing reductions and increase contracts with incorporated MD to compensate for fewer staff MDs by \$193,379.		(329,019)	-	(329,019)
5. Decrease in Internal Service Funds services The following changes were made in services and supplies: increase cellular charges, shredding, and grounds and maintenance and decrease presort and packaging, records storage, courier and printing, Distributed Equipment, and ISD Direct labor.		(174,412)	-	(174,412)
6. Eliminate Indigent Contracts The department of Behavioral Health (DBH) currently reimburses local area Fee-For-Service (FFS) hospitals for psychiatric inpatient stays of medically indigent clients. These contracts are scheduled to be terminated to reduce reliance on Realignment. The department is developing a plan to address the needs of these clients by using existing resources and by providing alternative level of care.	-	(847,625)	-	(847,625)
7. Reduce Service Contracts The department is in the process of restructuring several mental health contracts and will be terminating a number of the residential and EPSDT contracts. DBH has plans to shift existing treatment staff into Early, Periodic, Screening, Diagnostic, Treatment (EPSDT) service areas to provide services that will be lost due to contract terminations. These costs were primarily funded by Realignment.	-	(7,473,881)	-	(7,473,881)
8. Reduction in remote Pharmacy Costs Due to the new pharmacy benefit manager contract, the department estimates savings in remote pharmacy costs. These costs were funded with Realignment.	-	(167,795)	-	(167,795)
9. Meditech - Client Data System New client data system currently being evaluated for implementation in FY2004-2005. This line-item is for software licenses and costs associated with the installation and program support. Training and other related costs are not included in this line item. This is a one-time expenditure and it is necessary as the current system is outdated, not HIPAA compliant, and is no longer supported by the vendor.	-	1,923,200	-	1,923,200
10. Other miscellaneous changes The following changes were made in services and supplies: decrease phone services, food, equipment, training, special expense, general office expense, travel, mileage, advertising, and cowcap. These reductions were partially offset by increases in computer software, utilities, and rents.	-	(52,187)	-	(52,187)
11. Other Charges Decrease in interim funding to clients requiring placement, but either awaiting Social Security (SSI) approval or are not financially able to provide for their care.		(72,474)	-	(72,474)



SCHEDULE C

DEPARTMENT: Behavioral Health
 FUND: General
 BUDGET UNIT: AAA MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
12. Transfers Out - Eliminate Children's System of Care (CSOC) grant The CSOC grant was only funded for half a year in 2003-04 and will not be funded in the 2004-05 budget year. The affected departments are: Public Health (\$229,000) and the Department of Children Services (\$185,088).	-	(414,088)	-	(414,088)
13. Transfers out - Lease costs Changes in lease costs are as follows: a decrease of (\$296,829) due to closing five locations and relocating the staff to surrounding DBH clinics. Also, the DBH Warehouse lease was terminated and relocated to the Gilbert Street complex, a county owned facility. An increase of \$556,092 as a result of DBH paying the Department of Real Estate for Alcohol and Drug Services' (ADS) lease costs. DBH is getting reimbursed for these costs.	-	259,263	-	259,263
14. Transfers out - Administrative Support/EHAP Transfers to Human Services Systems for administrative support in the areas of contracts and information systems increased by \$266,500; transfers to Alcohol and Drug Services for program support increased by \$58,541; and EHAP increased by \$3,690.	-	328,731	-	328,731
15. Reimbursements The following changes were made to reimbursements: Eliminate transfers related to the Repeat Offenders Prevention Program (ROPP) from Probation; increase transfers for Program Manager and intensive Day program (SHAC beds) funded by the Department of Child Support and increase transfers from ADS for rent and administration support.	-	(1,078,896)	-	(1,078,896)
16. Decrease in Operating Transfers Out The following changes to Operating Transfers out were made: a decrease due to elimination of the capital improvement project to renovate Building H, located on the Gilbert Street Complex, due to budget constraints and conclusion of the Phoenix project, partially offset by an increase in Inpatient Managed Care costs. All these costs were funded by Realignment.	-	(1,100,000)	-	(1,100,000)
17. Decrease in Realignment The Department developed a strategic service plan intended to define strategies that meet the needs of priority target populations while recognizing budgetary constraints. The main goals of this new focus is to preserve clinical services to its target population (Medi-Cal eligible children/families and severely persistently mentally ill adults and to better align spending with ongoing Realignment funding. The 2004-05 proposed budget would reduce the Department's reliance upon realignment by approximately \$15.7 million - target increased \$2.6 million, Mid-year decreased (\$1.2) million, and program funded adjustment decreased (\$17.2) million.	-	(17,225,687)	17,225,687	
18. EPSDT growth FY 2002-03 and FY 2003-04 Estimates indicate anticipated EPSDT net growth for these two fiscal years in the amount of \$1.8 million.	-	-	1,789,595	(1,789,595)
19. Anticipated increase in Medi-Cal FFP Estimated \$2.59 million growth due to increased billing rates, adjusted based on actual costs to provide services. Also, DBH will be providing an increased number of services to Medi-Cal/EPSDT eligible children.	-	-	2,586,267	(2,586,267)
20. State/Federal Aid Decreases in state/federal revenue are due to the following: the conclusion of the MIOCR grant and the Vocational Rehabilitation grant, and decreases in Medicare.	-	(1,839,273)	1,839,273	
21. Current Services Minor decrease in private pay.	-	(895)	895	
22. Miscellaneous change to other revenues Decrease in Institutes of Mental Disease - SSI payments. There was also a decrease in expenses related to this revenue. See Other Charges, line item #11.	-	(257,755)	257,755	
Total	(120.3)	(15,780,335)	(14,947,748)	(832,587)



SCHEDULE D

DEPARTMENT: Behavioral Health
 FUND: General
 BUDGET UNIT: AAA MLH

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore indigent contracts To maintain the current system of indigent care. Realignment will be used to offset costs.	-	550,000	550,000	-
Total		-	550,000	550,000	-

These contracts will be terminated at the end of June 2004 to reduce reliance on Realignment. The Department is developing a plan to meet the need of these clients by using existing resources and by providing alternative levels of care. However, the Department believes that partially funding these contracts is necessary for a smooth transition of clients.

SCHEDULE E

DEPARTMENT: Behavioral Health
 FUND: General
 BUDGET UNIT: AAA MLH

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Behavioral Health Continuing Education Course and Certificate Reimbursement of costs for providing classes and official documentation of Continuing Education Units to non-County behavioral health professionals required to maintain state licensing. The estimated revenue is \$26,370 and will offset the use of realignment.	-	-	-	-
Behavioral Health Release of Medical Records This fee is currently charged by DBH per Standard Practice to provide copies of requested, releaseable medical record information and matches the medical record fee charged by ARMC. There is no financial impact since this action synchronizes the County's Fee Ordinance with the DBH Standard Practice already in place to collect and use these fees. The estimated revenue already included in the budget is \$45,360.	-	-	-	-
Total	-	-	-	-





2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
BUDGET UNIT: AAA MLH
PROGRAM: Continuing Education

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED	
Budgeted Appropriations	\$ 43,822

PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED	
Revised Appropriations	\$ 43,822

DIFFERENCES
(See Following Page
for Details)

\$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED	
Current Fee Revenue for listed fees	-
Fee Revenue for fees not listed	-
Non Fee Revenue	26,370
Local Cost	-
Budgeted Sources	\$ 26,370

PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED	
Fee Revenue for listed fees	26,370
Fee Revenue for fees not listed	-
Non Fee Revenue	-
Local Cost	-
Revised Sources	\$ 26,370

26,370

-

(26,370)

-

\$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	\$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:
The department of Behavioral Health (DBH) facilitates classes to DBH staff and non-county employees to fulfill state requirements for continuing education. The fee presented for approval will allow DBH to charge non-county mental health professionals for their portion of the costs associated with the class and with providing official documentation of the continuing education units earned. The revenue generated will offset the use of realignment.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
PROGRAM: Continuing Education

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023B Behavioral Health, Continuing Education	Continuing Education Certificate	\$ -	-	\$ -	\$ 35.00	182	\$ 6,370	\$ 35.00	182	\$ 6,370	\$ -	Reimbursement of costs for providing official documentation of Continuing Education Units provided by DBH as a Post Secondary Educational institution to non-County behavioral health professionals required to maintain state licensing.
16.023B Behavioral Health, Continuing Education	Class Registration Fee	\$ -	-	\$ -	Cost per student per class	1,830	\$ 20,000	Cost per student per class	1,830	\$ 20,000	\$ -	Education fee based on number of non-County students attending class and the cost of the class. The estimated amount of revenue is \$20,000.



2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
BUDGET UNIT: AAA MLH
PROGRAM: Behavioral Health Medical Records

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED	
Budgeted Appropriations	\$ 45,360

PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED	
Revised Appropriations	\$ 45,360

DIFFERENCES (See Following Page for Details)	
	\$ -
	-
	-
	-
	-
	\$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED	
Current Fee Revenue for listed fees	45,360
Fee Revenue for fees not listed	-
Non Fee Revenue	-
Local Cost	-
Budgeted Sources	\$ 45,360

PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED	
Fee Revenue for listed fees	45,360
Fee Revenue for fees not listed	-
Non Fee Revenue	-
Local Cost	-
Revised Sources	\$ 45,360

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	\$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:
This fee is currently charged by DBH per Standard Practice to provide copies of requested, releasable medical record information. This fee matches the medical record fee charged by Arrowhead Regional Medical Center. The fee offsets the costs associated with reviewing medical records for identifying releasable medical record information as specified by Federal laws, making photocopies, and mailing it to the requestor. Upon research, it was determined this fee was inadvertently omitted from the county's fee ordinance and it is now presented for Board approval.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
PROGRAM: Behavioral Health Medical Records

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023B Behavioral Health, Medical Records	DBH Medical Records, per request	\$ -	-	\$ -	\$ 15.00	3,024	\$ 45,360	\$ -	-	\$ -	\$ -	This fee currently charged by DBH per Standard Practice to provide copies of requested, releaseable medical record information. This fee matches the medical record fee charged by ARMC.

Alcohol and Drug Services

DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health's Alcohol and Drug Services program consists of comprehensive substance abuse prevention and treatment programs to county residents. Services are provided by 6 county operated clinics and approximately 30 contractors. The major components include outpatient, residential, prevention, methadone, and case management services. Annually, approximately 13,700 clients are served and over 90,000 hours of prevention services are performed.

Alcohol and Drug services (ADS) are primarily funded by federal block grant and state revenues (65%). The remaining sources of revenue are court fines for Driving Under the Influence (DUI) offenses, fees for services, and reimbursements provided by Human Services System (HSS) CalWorks program and the Proposition 36 – Substance Abuse and Crime Prevention Act program. In addition, the county must fund the required maintenance of effort (MOE) for the block grant and state funds. The department's local cost of \$149,458 finances the required MOE.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	16,559,879	20,063,339	19,504,725	20,577,850
Departmental Revenue	16,397,711	19,913,881	19,355,267	20,428,392
Local Cost	162,168	149,458	149,458	149,458
Budgeted Staffing		91.5		74.1

Workload Indicators

Drug Abuse Prevention Hours	76,699	73,000	90,811	90,000
Residential Treatment Clients	2,774	2,300	2,621	2,800
Outpatient Treatment Clients	9,054	9,500	10,274	10,000
Methadone Treatment Clients	947	1,259	960	1,000

Variances between estimated and budget for 2003-04 existed in:

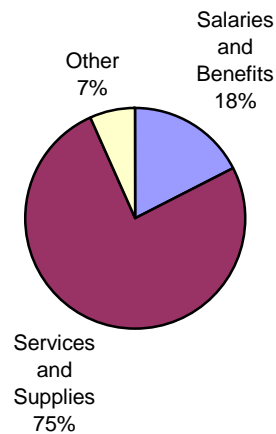
- 1) Salaries and benefits due to attrition and the county's hiring freeze
- 2) Services and supplies and reimbursements due to a significant reduction in CalWorks referrals
- 3) State revenue due to lower than anticipated state receipts based on a revised preliminary allocation which was partially offset by increased Medi-Cal revenues for additional Perinatal services provided
- 4) Operating transfer-in due to a higher transfer from the Prior year unused Substance Abuse Prevention and Treatment (SAPT) funds. These funds are used to fund prevention services and the balance of all other program costs not supported by other revenues. In addition, these funds must be spent within the next 18 months or they must be returned to the state.

Actual service data indicates that ADS and its contractors are providing more hours of prevention services and treating more residential, and outpatient clients in fiscal year 2003-04 than originally budgeted. The proposed 2004-05 workload indicators reflect this increase in services.

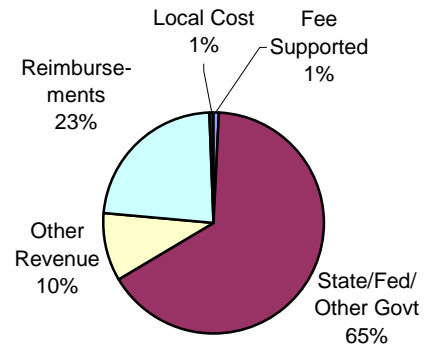
Even though the department is expected to delete 17.4 positions, there is no projected decrease in services as the salaries savings will be utilized to fund contracted services. This increase in contracted services is due to the implementation of a new Perinatal Pilot Project.



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



The majority of the services provided by the department are through contracted providers. Contracted services accounts for \$19.1 million out of the \$26.8 million proposed 2004-05 budget.

GROUP: Administrative/Executive
DEPARTMENT: Alcohol and Drug Services
FUND: General Fund

BUDGET UNIT: AAA ADS
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,244,125	5,180,760	350,875	-	-	5,531,635	(817,658)	4,713,977
Services and Supplies	19,753,211	20,234,602	7,584	-	-	20,242,186	(13,810)	20,228,376
Transfers	850,039	850,039	-	-	-	850,039	963,561	1,813,600
Total Exp Authority	24,847,375	26,265,401	358,459	-	-	26,623,860	132,093	26,755,953
Reimbursements	(5,342,650)	(6,202,062)	-	-	-	(6,202,062)	23,959	(6,178,103)
Total Appropriation	19,504,725	20,063,339	358,459	-	-	20,421,798	156,052	20,577,850
Departmental Revenue								
State, Fed or Gov't Aid	16,078,601	17,292,899	358,459	-	-	17,651,358	(96,470)	17,554,888
Current Services	205,517	215,982	-	-	-	215,982	-	215,982
Other Revenue	125,000	125,000	-	-	-	125,000	-	125,000
Total Revenue	16,409,118	17,633,881	358,459	-	-	17,992,340	(96,470)	17,895,870
Operating Transfers In	2,946,149	2,280,000	-	-	-	2,280,000	252,522	2,532,522
Total Financing Sources	19,355,267	19,913,881	358,459	-	-	20,272,340	156,052	20,428,392
Local Cost	149,458	149,458	-	-	-	149,458	-	149,458
Budgeted Staffing		91.5	-	-	-	91.5	(17.4)	74.1



DEPARTMENT: Alcohol and Drug Services
 FUND: General Fund
 BUDGET UNIT: AAA ADS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	91.5	20,063,339	19,913,881	149,458
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	350,875	350,875	-
Internal Service Fund Adjustments	-	7,584	7,584	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	358,459	358,459	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	91.5	20,421,798	20,272,340	149,458
Department Recommended Funded Adjustments	(17.4)	156,052	156,052	-
TOTAL 2004-05 PROPOSED BUDGET	74.1	20,577,850	20,428,392	149,458

SCHEDULE C

DEPARTMENT: Alcohol and Drug Services
 FUND: General Fund
 BUDGET UNIT: AAA ADS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Delete 17.4 FTE The following changes were made to Salaries and Benefits: - Delete 21.9 funded vacant positions. - Delete 1.0 funded supervisory filled position. Due to a reorganization, this position is no longer needed. The department is currently trying to place the incumbent into another position. - Add 0.5 of a Deputy Director of Mental Health Services. This position is needed to provide adequate services to the department's target population, which is individuals with co-occurring disorders (substance abuse and mental health diagnoses). The department expects to complete the recruitment process around December. - Add a net of 5.0 clerical and program positions due to transfers in/out between Alcohol and Drug and Behavioral Health. The department of Behavioral Health is trying to mix mental health professionals with alcohol and drug professionals to better serve clients with co-occurring diagnoses (mental health and substance abuse).	(17.4)	(817,658)	-	(817,658)
2. Reduce Internal Service Funds Services The following changes were made to services and supplies: Increase in Comnet Charges and Cellular Charges, and decrease in Courier/Printing services.	-	(38,582)	-	(38,582)
3. Other professional services Increase for contracted services is due to Perinatal Pilot Project and expected increased of costs and services due to Request For Proposals for Outpatient, Recovery, and Prevention Programs.	-	844,450	-	844,450
4. Reclassify Rents and Leases - Services and Supplies Due to an accounting change lease costs have been reclassified to Transfers out.	-	(725,029)	-	(725,029)



SCHEDULE C

DEPARTMENT: Alcohol and Drug Services
 FUND: General Fund
 BUDGET UNIT: AAA ADS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
5. Decrease to various expenses Increase in outside phone company charges and decrease temporary help, equipment, general office expense, and professional services. Services and supplies decreased to reflect current year trend.	-	(94,649)	-	(94,649)
6. Reclassify Rents and Leases - Transfers out Lease costs previously budgeted in services and supplies are now reflected in Transfer out due to an accounting change. In addition, there was also a decrease in this expenditure as a result of relocating Alcohol and Drug personnel to county owned facilities.	-	556,092	-	556,092
7. Increase in Transfers Out The increase in Transfers out is related to the following: increase transfers to DBH to comply with Medi-Cal regulations for cost reimbursements for administration support - \$400,000; increase in Drug Court administrative costs - \$7,520; and decrease in EHAP costs - (\$51).	-	407,469	-	407,469
8. Decrease in Reimbursements There was a net decrease in reimbursements due to the conclusion of the Repeat Offenders Preventive Program grant which was partially offset by an increase from Behavioral Health for administrative costs.		23,959	-	23,959
9. Deletion of Cost to Maintain Current Program Services Assumption MOU expenses and Risk Management liabilities increases are expected to be primarily funded by revenue increases. This entry backs out that assumption and is replaced by the detail listed below of what actually is happening.	-	-	(358,459)	358,459
10. Net increase in Revenues State Aid decreased by \$61,237 while Federal Aid increased by \$323,226.	-	-	261,989	(261,989)
11. Increase in Other Financing Sources Increased use of Prior year carryover allocation. Funds are transferred from Special Revenue Funds (SDC, SDH, AND SDI).	-	-	252,522	(252,522)
Total	(17.4)	156,052	156,052	-



Special Patient Account

GENERAL PROGRAM STATEMENT

The Department of Behavioral Health established the special patient's account to monitor funds set aside for special purposes. Revenues from Adopt-a-Duck and other donations are used for therapy supplies, poster contest awards, and other items for recovery centers.

A portion of the annual Children's Fund "Adopt-A-Duck" program proceeds are awarded to the Department of Behavioral Health. These funds are historically between \$1,000 and \$2,000. Occasionally private donations will be made to help fund self-supported recovery centers. The existing funds will be used to continue supporting existing recovery centers as well as assist other centers in being established throughout the county.

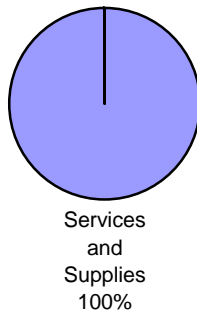
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

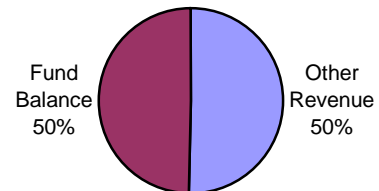
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	16,600	16,600	3,496
Departmental Revenue	1,216	3,800	5,536	1,760
Fund Balance		12,800		1,736

The department plans to use the fund balance in 2003-04 to support clubhouse expenditures. The 2004-05 budget reflects the decrease in fund balance.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Behavioral Health
 FUND: Special Patient Account

BUDGET UNIT: RMC MLH
 FUNCTION: Health & Sanitation
 ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	16,600	16,600	-	-	-	16,600	(13,104)	3,496
Total Appropriation	16,600	16,600	-	-	-	16,600	(13,104)	3,496
Departmental Revenue								
Other Revenue	5,536	3,800	-	-	-	3,800	(2,040)	1,760
Total Revenue	5,536	3,800	-	-	-	3,800	(2,040)	1,760
Fund Balance		12,800	-	-	-	12,800	(11,064)	1,736

SCHEDULE C

DEPARTMENT: Behavioral Health
 FUND: Special Patient Account
 BUDGET UNIT: RMC MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Changes in service and supplies Decrease to reflect projected revenues and lower fund balance.	-	(13,104)	-	(13,104)
2. Revenue Decrease to reflect projected revenues from Private donations and Childrens Fund for Adopt-A-Duck.	-	-	(2,040)	2,040
Total	-	(13,104)	(2,040)	(11,064)



Driving Under the Influence Programs

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS).

As per Title 9, Division 4, Chapter 3, 9878 (m) of the State regulations and Health and Safety Code 11837.8 (a), the Department of Behavioral Health charges fees to privately owned and operated vendors for monitoring their Penal Code (PC) 1000 and Driving Under the Influence (DUI) programs. The supervision of these programs resided with the county as indicated by Vehicle Code Section 1660.7, which states that the supervision and regulation of the first offender program resides with the county.

Fees collected from privately owned and operated DUI programs within the county are deposited into this fund. Funds are then transferred to ADS, as they are needed to meet the costs of ADS staff assigned to this function. These funds can only be used for the cost of monitoring the PC 1000 programs and DUI programs.

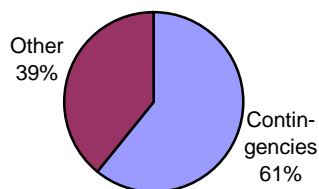
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

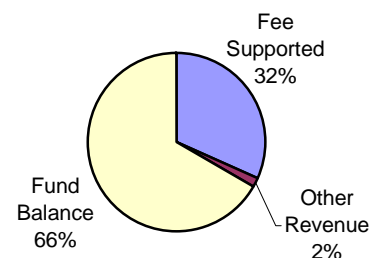
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	130,000	369,272	130,000	332,847
Departmental Revenue	118,749	120,000	102,321	111,254
Fund Balance		249,272		221,593

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Behavioral Health
 FUND: Driving Under the Influence Programs

BUDGET UNIT: SDC MLH
 FUNCTION: Health & Sanitation
 ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	202,847	202,847
Total Appropriation	-	-	-	-	-	-	202,847	202,847
Oper Transfers Out	130,000	369,272	-	-	-	369,272	(239,272)	130,000
Total Requirements	130,000	369,272	-	-	-	369,272	(36,425)	332,847
Departmental Revenue								
Use Of Money & Prop	5,400	-	-	-	-	-	5,400	5,400
Current Services	96,921	120,000	-	-	-	120,000	(14,146)	105,854
Total Revenue	102,321	120,000	-	-	-	120,000	(8,746)	111,254
Fund Balance		249,272	-	-	-	249,272	(27,679)	221,593

SCHEDULE C

DEPARTMENT: Behavioral Health
 FUND: Driving Under the Influence Programs
 BUDGET UNIT: SDC MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Increase in Contingencies Contingencies represent unbudgeted available fund balance for Alcohol and Drug prevention programs.	-	202,847	-	202,847
2. Decrease in Operating Transfers Out The reduction in operating transfers out is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.	-	(239,272)	-	(239,272)
3. Decrease Fee Revenue/Interest Revenue Decrease based on current year projected revenue.	-	-	(14,146)	14,146
4. Interest revenue Interest revenue is now budgeted.	-	-	5,400	(5,400)
Total	-	(36,425)	(8,746)	(27,679)



SCHEDULE E

DEPARTMENT: Behavioral Health
 FUND: Driving Under the Influence Programs
 BUDGET UNIT: SDC MLH

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Driving Under the Influence and PC 1000 Program Monitoring	-	-	-	-
Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of state regulations and Health and Safety Code 11837.8 (a), private providers reimburse DBH \$10.00 per person for monitoring their DUI and PC 1000 programs. No impact, this action synchronizes the County's Fee Ordinance with the State regulations and DBH processes already in place to collect and use these fees. Annual revenues generated by these fees are \$105,854.				
Total	-	-	-	-

The fees collected are deposited into this Special Revenue fund and monies are then transferred to the operating unit of Alcohol and Drug based on the costs to monitoring these programs. DBH is now trying to incorporate these fees into the county's fee ordinance. Approval of these fees will not generate additional revenue as all of these fees have been in place since 1990. The department is bringing these fees for approval at this time because monies collected were previously deposited into a trust fund. However, due to GASB 34, this trust was reviewed and converted into a special revenue fund. In the course of this review, it was determined that the fees needed to be incorporated into the county's fee ordinance.





2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : Driving Under the Influence Programs
BUDGET UNIT: SDC MLH
PROGRAM: PC 1000 and DUI fees

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED	
Budgeted Appropriations	\$ 130,000

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED	
Current Fee Revenue for listed fees	105,854
Fee Revenue for fees not listed	-
Non Fee Revenue	5,400
Fund Balance	18,746
Budgeted Sources	\$ 130,000

PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED	
Revised Appropriations	\$ 130,000

PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED	
Fee Revenue for listed fees	105,854
Fee Revenue for fees not listed	-
Non Fee Revenue	5,400
Fund Balance	18,746
Revised Sources	\$ 130,000

DIFFERENCES (See Following Page for Details)	
	\$ -
	-
	-
	-
	-
	\$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	\$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The department of Behavioral Health (DBH) has been charging these fees in accordance with Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a),, which requires private providers to reimburse DBH for monitoring their Penal Code 1000 programs and Driving Under the Influence (DUI) programs. the fees collected are deposited into a Special Revenue fund and monies are then transferred to the operating unit of Alcohol and Drug based on the costs to monitoring these programs. DBH is now trying to incorporate these fees into the county's fee ordinance. Approval of these fees will not generate additional revenue as all of these fees have been in place since 1990. The department is bringing these fees for approval at this time because monies collected were previously deposited into a trust fund. However, due to GASB 34, this trust was reviewed and converted into a special revenue fund. In the course of this review, it was determined that the fees needed to be incorporated into the county's fee ordinance.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : Driving Under the Influence Programs
PROGRAM: PC 1000 and DUI fees

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023B Behavioral Health, Driving Under the Influence	DUI Monitoring Fee, PC 1000 programs	\$ -	-	\$ -	\$ 10.00	1,161	\$ 11,610	\$ 10.00	1,161	\$ 11,610	\$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers reimburse DBH for monitoring their PC 1000 programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitoring Fee, First Offender programs	\$ -	-	\$ -	\$ 10.00	5,553	\$ 55,530	\$ 10.00	5,553	\$ 55,530	\$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers will reimburse DBH for monitoring their first offender DUI programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitoring Fee, Wet and Wreckless programs	\$ -	-	\$ -	\$ 10.00	356	\$ 3,560	\$ 10.00	356	\$ 3,560	\$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers reimburse DBH for monitoring their "Wet & Reckless" DUI programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitoring Fee, First Offender Extension programs	\$ -	-	\$ -	\$ 18.00	336	\$ 6,048	\$ 18.00	336	\$ 6,048	\$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers reimburse DBH for monitoring their extended first offender DUI programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitoring Fee, Multiple Offender programs	\$ -	-	\$ -	\$ 18.00	1,617	\$ 29,106	\$ 18.00	1,617	\$ 29,106	\$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers reimburse DBH for monitoring their multiple offender DUI programs.

State Block Grants Carryover Program

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS).

ADS utilizes the Special Revenue fund SDH to hold money received from the State Department of Alcohol and Drug Programs (ADP) under a multi-year cost reimbursement contract that allows the county to retain unused Substance Abuse Prevention and Treatment (SAPT) funds for use in the next fiscal years. These funds are to be spent on alcohol abuse prevention, education, and treatment in schools and the community as described in the annual update to the contract between county and the state. Funds are then transferred to ADS based on the needs of the program.

There is no staffing associated with this budget unit.

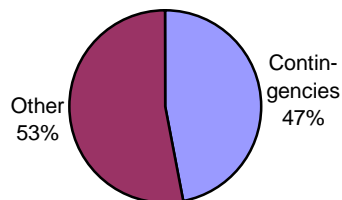
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	3,767,930	2,277,501	3,783,547
Departmental Revenue	2,263,064	1,500,000	2,268,118	1,525,000
Fund Balance		2,267,930		2,258,547

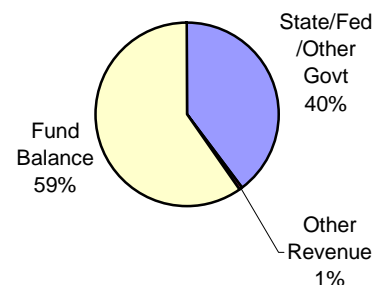
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

The 2004-05 proposed revenue is less than the 2003-04 estimates. The estimate reflects a one time unanticipated salary savings in the department of Alcohol and Drug. These costs savings resulted in an increase in carryover funds.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Behavioral Health
 FUND: State Block Grants Carryover Program

BUDGET UNIT: SDH MLH
 FUNCTION: Health & Sanitation
 ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	1,781,025	1,781,025
Total Appropriation	-	-	-	-	-	-	1,781,025	1,781,025
Oper Transfers Out	2,277,501	3,767,930	-	-	-	3,767,930	(1,765,408)	2,002,522
Total Requirements	2,277,501	3,767,930	-	-	-	3,767,930	15,617	3,783,547
Departmental Revenue								
Use Of Money & Prop	25,000	-	-	-	-	-	25,000	25,000
State, Fed or Gov't Aid	2,243,118	1,500,000	-	-	-	1,500,000	-	1,500,000
Total Revenue	2,268,118	1,500,000	-	-	-	1,500,000	25,000	1,525,000
Fund Balance		2,267,930	-	-	-	2,267,930	(9,383)	2,258,547

SCHEDULE C

DEPARTMENT: Behavioral Health
 FUND: State Block Grants Carryover Program
 BUDGET UNIT: SDH MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies Contingencies represent unbudgeted available fund balance for the state carryover funds.	-	1,781,025	-	1,781,025
2. Operating Transfers Out The fund holds unspent funds received from the State Department of Alcohol and Drug Programs under a multi-year substance abuse prevention and treatment contract. The decreased is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.	-	(1,765,408)	-	(1,765,408)
3. Interest Revenue Interest revenue is now budgeted.	-	-	25,000	(25,000)
Total	-	15,617	25,000	(9,383)



Court Alcohol and Drug Program

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS). The revenue transferred to ADS funds alcohol abuse prevention, education, and treatment in schools and the community.

The special revenue fund consists of three revenue sources:

- The first source is referred as Statham funds, which are fines collected from individuals convicted of Driving Under the Influence (DUI) offenses.
- The second source is fines imposed by Senate Bill 921 on September 23, 1986. The bill requires every person convicted of an offense involving controlled substance to pay a drug program fee in amount not to exceed \$100 for each separate offense. The money collected is to be used for drug abuse programs in the schools and the community.
- The third source is fines imposed by Senate Bill 920 on September 24, 1996. The bill requires persons convicted of specific alcohol related offenses to pay an additional alcohol abuse education and prevention penalty assessment in an amount not to exceed \$50. The money collected is to be used exclusively for alcohol abuse and prevention services.

All revenue is collected by the Courts and Central Collections and then transferred into this fund for later distribution to ADS.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	650,000	1,295,666	650,000	972,682
Departmental Revenue	431,110	440,000	347,016	420,000
Fund Balance		855,666		552,682

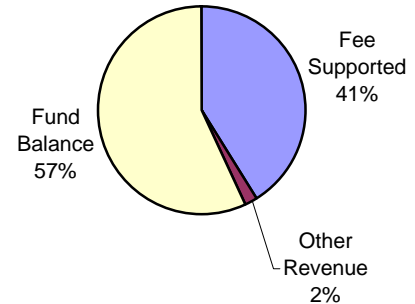
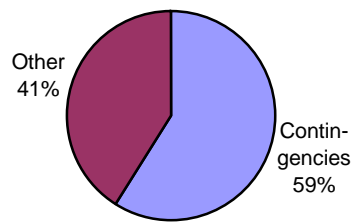
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

The 2004-05 proposed budget reflects a decrease of \$250,000 in operating transfers out. This decrease will bring ongoing expenditures in line with ongoing revenues.



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Behavioral Health
 FUND: Court Alcohol and Drug Program

BUDGET UNIT: SDI MLH
 FUNCTION: Health & Sanitation
 ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	572,682	572,682
Total Appropriation	-	-	-	-	-	-	572,682	572,682
Oper Transfers Out	650,000	1,295,666	-	-	-	1,295,666	(895,666)	400,000
Total Requirements	650,000	1,295,666	-	-	-	1,295,666	(322,984)	972,682
Departmental Revenue								
Fines and Forfeitures	327,016	440,000	-	-	-	440,000	(40,000)	400,000
Use Of Money & Prop	20,000	-	-	-	-	-	20,000	20,000
Total Revenue	347,016	440,000	-	-	-	440,000	(20,000)	420,000
Fund Balance		855,666	-	-	-	855,666	(302,984)	552,682



SCHEDULE C

DEPARTMENT: Behavioral Health
 FUND: Court Alcohol and Drug Program
 BUDGET UNIT: SDI MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase in Contingencies Contingencies represent unbudgeted available fund balance for Alcohol and Drug prevention programs.	-	572,682	-	572,682
2.	Decrease in Operating Transfers Out Reduce operating transfers out to bring ongoing expenditures in line with ongoing revenues.	-	(250,000)	-	(250,000)
3.	Decrease in Operating Transfers Out related to increase in Contingencies The decreased is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.	-	(645,666)	-	(645,666)
4.	Fines and Forfeitures Fines revenue was reduced as actual collections were lower than budgeted.	-	-	(40,000)	40,000
5.	Interest revenue Interest revenue is now budgeted.	-	-	20,000	(20,000)
Total		<u>-</u>	<u>(322,984)</u>	<u>(20,000)</u>	<u>(302,984)</u>

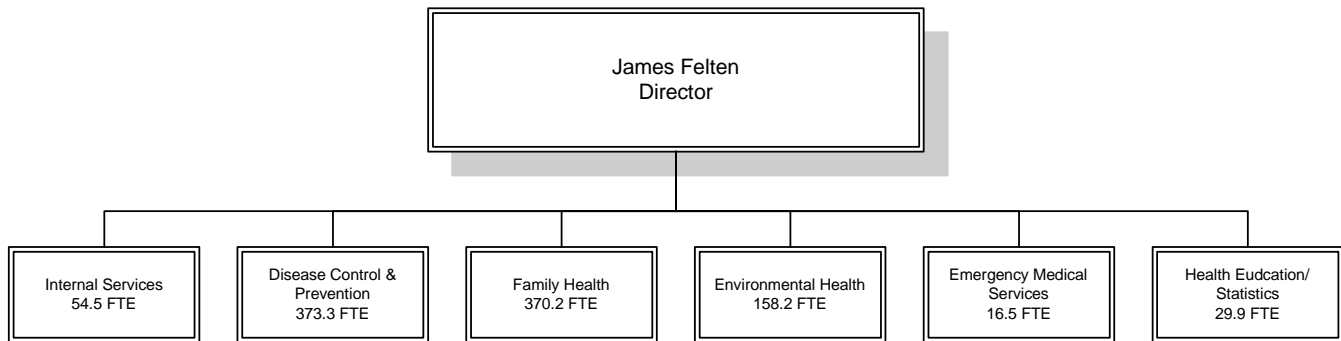


PUBLIC HEALTH James Felten

MISSION STATEMENT

To satisfy our customers by providing community and preventive health services that promote and improve the health, safety, well being, and quality of life of San Bernardino County residents and visitors.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05

	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Public Health	75,553,056	74,900,946	652,110		854.0
California Children's Services	12,713,007	11,174,966	1,538,041		149.6
Indigent Ambulance	472,501	-	472,501		-
Cajon Dump Site Clean up	-	-		-	-
Bio-terrorism Preparedness	4,027,235	2,451,340		1,575,895	-
Vital Statistics State Fees	463,657	151,300		312,357	-
Ambulance Perform. Based Fines	40,000	40,000		-	-
Vector Control Assessments	2,995,179	1,700,000		1,295,179	-
TOTAL	96,264,635	90,418,552	2,662,652	3,183,431	1,003.6

Public Health

DESCRIPTION OF MAJOR SERVICES

The Department of Public Health provides a wide range of services to prevent diseases and improve the health, safety and quality of life for residents and visitors of San Bernardino County. The Department operates over thirty different programs, many of which are mandated by the State Health and Safety Code. Funding comes from State and Federal grants, local fees, charges for services, tax revenue, and a small amount of County general fund for Animal Care & Control related expenses. Some of the key service delivery functions are described below.

Communicable and Chronic Disease Control and Prevention

Disease control services relate to the surveillance and prevention of illness and disease. Clinical programs providing prevention, education, diagnosis, and treatment of health issues of particular public importance include infection disease programs, such as tuberculosis and HIV/AIDS, and a comprehensive reproductive health program. Other disease control functions include management of the countywide immunization tracking system, provision of vital public health immunizations, and monitoring of disease patterns and occurrence.



Several programs aim to prevent or reduce the significant burden that chronic disease and cancer have on the County. Tobacco use prevention and education is an important piece of this effort, as is a program working to promote healthy lifestyles through exercise and healthy eating. Traditional screening for selected gender-specific cancers is also provided through collaborative efforts with community and health care partners. The department has optimized such activities by joining other members of the Community Health Coalition to develop strategies for combating the serious impact of coronary heart disease, the leading cause of death in San Bernardino County. The County has the highest age-adjusted death rate due to coronary heart disease of all counties in California.

Bio-terrorism Response and Emergency Medical Services

As a result of a federal initiative, the Department has developed a Comprehensive Bio-terrorism Preparedness and Response Plan. It details strategies for working with multiple partners to improve response capabilities in the event of a bio-terrorism incident or other public health emergency. One vital program that enhances the County's capacity to respond quickly to emergencies is the public health laboratory. Its Level B designation enables rapid, sophisticated testing to investigate any possible terror-related causes of illness. That responsibility covers not only San Bernardino, but two neighboring counties as well.

The effort to vaccinate public health and healthcare workers against smallpox highlights how the Department collaborates internally and externally. Epidemiologists, nurses, and health educators have worked together to develop and conduct presentations for emergency responder agencies, hospitals, and community groups. Hundreds of potential vaccinees have been educated about smallpox disease and the vaccine. San Bernardino County had a high rate of vaccination compared to other California counties. The vaccine has successfully been administered to many public health employees and hospital staff. The campaign strengthened relationships with vital County and community partners, and further prepares the County to respond if a smallpox event occurs.

Maternal and Child Health

Services focus on the prevention of disease or disability to maximize the potential of an individual or family unit and promote healthy outcomes in high-risk populations. Staff is dedicated to a philosophy of excellence in providing comprehensive client-centered services that are culturally sensitive and improve the health and well being of children, adolescents, and families in our communities. There is also a commitment to establishing and maintaining collaborative working partnerships with our communities that respect both the clients and employees.

Clinical programs providing diagnosis, treatment and education focus on prenatal care and child health. Starting in 2003-04, the Gateway program was implemented to help assure uninsured children, less than 19 years of age, a medical home for preventive and curative health services. In addition, several programs provide both home and community based services. These programs target families and youth at risk for child abuse, family violence, teen pregnancy, truancy, juvenile probation and medical neglect.

Environmental Health Services

The purpose of environmental health services is to prevent, eliminate, or reduce hazards that could adversely affect health, safety, and quality of life through an integrated and comprehensive array of programs.

The Food protection program assures food provided for human consumption is of good quality, safe, free of adulteration, and properly labeled and advertised. Facility plans are reviewed to verify they are constructed according to code and food is stored, prepared, and served under clean, safe and sanitary conditions.

The Recreational Health program ensures all public recreational waters and public swimming pools and spas are free of safety hazards, disease and life-threatening exposures. The Housing program also provides safety by inspecting for code compliance in dwellings such as multi-family units, motels/hotels and bed and breakfasts to promote housing free of environmental health hazards.

The regulatory activities of the Water program protect the safety of the County's drinking water. The Waste program has a similar authority in regulating the proper storage, disposal, and transportation of solid waste.

To prevent the spread of disease by carriers like mosquitoes, flies and rodents, the Vector Control program conducts constant monitoring, surveillance and control activities. The spread of West Nile Virus in birds and mosquitoes throughout much of the United States, now including San Bernardino County, is expected to result in human cases of this disease and to challenge our vector control capabilities throughout the county in 2004 and beyond. The Vector Control staff works closely with the Epidemiology staff to investigate any suspected human West Nile Virus cases to prevent further disease.



The Animal Care and Control program protects the public from rabies through mass vaccination of the County pet dog population, stray animal abatement (through enforcement of the Leash Law), wild life rabies surveillance, quarantine of biting animals, laboratory examination of animals for rabies and public education. In addition, the program investigates animal complaints and provides safe sheltering care, return, adoption or, as a last resort, the humane euthanasia of unwanted animals.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	69,945,977	73,611,885	71,583,661	75,553,056
Total Financing Sources	69,436,828	72,967,163	70,910,389	74,900,946
Local Cost	509,149	644,722	673,272	652,110
Budgeted Staffing		921.3		854.0

Workload Indicators

Patient Visits	92,853	107,410	100,503	106,966
Immunizations	118,496	162,000	115,000	120,515
Lab Examinations	110,042	102,550	97,000	90,000
Home Visits	20,918	17,380	16,217	18,900
Animal Control Responses	399,174	400,500	361,000	360,500
WIC Vouchers Distributed	758,168	773,000	778,000	792,000
Inspections/Permits	41,106	40,952	40,095	40,269

Year end estimates for 2003-04 reflect reduced expenditures in Salaries & Benefits and Services & Supplies due to the Department ramping down staffing and spending in anticipation of the coming 2004-05 reductions. Throughout the year as vacancies occurred the Department attempted to maintain those vacancies where possible to reduce the impact of possible layoffs or reassignments in the coming year. Commensurate with those declining expenses is reduced State and Federal revenue because Public Health's programs function primarily on cost reimbursement basis. Additionally, the Women Infants and Children (WIC) budgeted revenue was overstated by approximately \$900,000 to reflect the State's contract. How we budget the State contract is being changed in the proposed 2004-05 budget to better reflect actual spending authority. Under recognition of Licenses & Permits revenue is offset by higher than budgeted Current Services revenue. This is a result of a reclassification of revenues. This change has been reflected properly in the proposed 2004-05 budget.

Variances in equipment and vehicles are due to purchases funded by a one-time Homeland Security grant approved by the Board during the year.

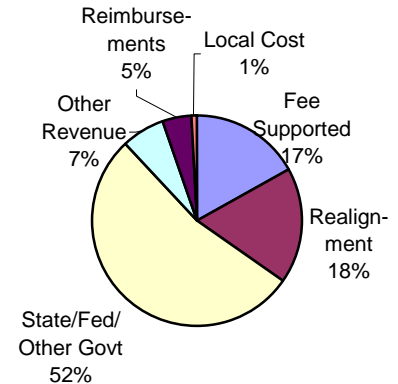
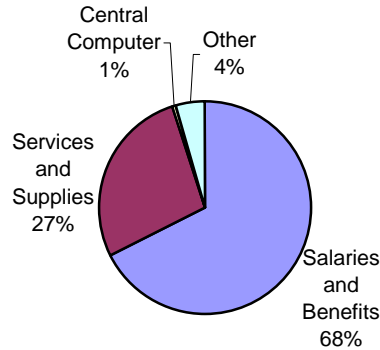
Significant workload indicators variances between estimated and budget for 2003-04 existed in the following areas:

- Immunizations: The 2003-04 estimate is 29% below the budget as this program was severely impacted by the elimination of the Child Health Program, the large flu outbreak in December, the subsequent lack of flu vaccine and the continued trend towards children being immunized by their private physician. It is anticipated that with an improved economy, the need for traveler's immunizations, and an adequate supply of flu vaccine, the numbers should not continue to decline.
- Lab Examinations: The 2003-04 budget of 102,550 was in error due to including 12,550 specimens from the AIDS program that should have not been included. The corrected amount is 90,000. The estimated lab examinations reflect an increase in surveillance testing for flu, respiratory viruses and other diseases. The department does not anticipate the same high volume of testing in 2004-05.



- Animal Control Responses: The 2003-04 estimate is 10% below the budget due to a shortage of staff. The program will continue to reduce the staffing level for 2004-05 due to the increase in salary costs and the 9% reduction in local cost.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: General

BUDGET UNIT: AAA PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	51,362,673	52,439,136	3,746,369	1,276,858	(64,581)	57,397,782	(3,996,060)	53,401,722
Services and Supplies	20,372,843	22,062,883	1,358,611	1,166,646	-	24,588,140	(2,840,353)	21,747,787
Central Computer	430,079	430,079	113,008	-	-	543,087	-	543,087
Equipment	196,885	85,000	-	-	-	85,000	45,000	130,000
Vehicles	305,807	-	-	-	-	-	-	-
Transfers	2,731,421	3,074,773	1,976	-	-	3,076,749	242,331	3,319,080
Total Exp Authority	75,399,708	78,091,871	5,219,964	2,443,504	(64,581)	85,690,758	(6,549,082)	79,141,676
Reimbursements	(3,816,047)	(4,479,986)	-	-	-	(4,479,986)	891,366	(3,588,620)
Total Appropriation	71,583,661	73,611,885	5,219,964	2,443,504	(64,581)	81,210,772	(5,657,716)	75,553,056
Departmental Revenue								
Taxes	122,000	122,000	-	-	-	122,000	-	122,000
Licenses and Permits	6,052,850	6,983,003	-	-	-	6,983,003	(1,027,153)	5,955,850
Fines and Forfeitures	250,000	250,000	-	-	-	250,000	12,000	262,000
Realignment	13,888,689	13,908,689	-	-	-	13,908,689	170,163	14,078,852
State, Fed or Gov't Aid	39,636,110	41,464,942	5,176,545	2,001,954	-	48,643,441	(6,379,191)	42,264,250
Current Services	7,251,548	6,427,214	-	12,500	-	6,439,714	731,344	7,171,058
Other Revenue	86,441	103,690	-	400,500	-	504,190	(18,014)	486,176
Total Revenue	67,287,638	69,259,538	5,176,545	2,414,954	-	76,851,037	(6,510,851)	70,340,186
Operating Transfers In	3,622,751	3,707,625	-	-	-	3,707,625	853,135	4,560,760
Total Financing Sources	70,910,389	72,967,163	5,176,545	2,414,954	-	80,558,662	(5,657,716)	74,900,946
Local Cost	673,272	644,722	43,419	28,550	(64,581)	652,110	-	652,110
Budgeted Staffing		921.3	2.0	14.0	(1.3)	936.0	(82.0)	854.0



Budget Highlights

Salary and Benefit costs as well as charges from internal service funds continue to increase at a faster pace than revenues. This has resulted in the need for the department to make significant cuts to staffing to stay within budget.

Overall, budgeted staffing is reduced by 67.3 positions. Within base year and mid-year adjustments, budgeted staffing is increased by 16.0 positions. Within the state budget cuts, budgeted staffing is decreased by 1.3 Animal Control Officer, which will result in less routine field responses and longer response time for emergencies. Within the Public Health Department, all county general fund dollars go toward the animal control program; as a result all impacts resulting from the 9% budget reduction occurred in that program.

Staffing is then reduced by a net 82.0 positions or 8.90%. This is primarily the result of two factors: reduced revenue/reimbursements and significantly increased staffing expense and services and supplies due to retirement, MOU increases, and risk management liabilities, in particularly Malpractice insurance. The majority of these positions are currently vacant due to attrition and due to efforts to hold vacancies to reduce possible layoffs in the upcoming year. In conjunction with these budgeted staffing cuts, the department is developing a layoff plan. Only minimal number of the 82.0 reduction in budgeted staffing affects filled positions. The department is reassigning staff within programs and it is working with Human Resources to transfer staff from un-funded positions to other positions in the county. These reassignments and transfers will minimize the need for layoffs. Included in the net decrease of 82.0 positions, the department is also requesting 10.0 positions in five programs and one reclassification.

The department recommends a reduction of services and supplies in an attempt to maintain staff for service delivery and in an effort to accommodate the increased costs that resulted from Base and Mid-year adjustments. Amounts budgeted for transfers have increased slightly as a result of increased lease expenses, administrative support, and EHAP expenses.

Reimbursements received from other county departments have decreased by \$891,366 as a result of reduced or eliminated MOUs for service, primarily with Human Services System (HSS) departments. The programs affected are: Helping Other Parents Effectively (HOPE), Repeat Offenders Prevention Program (ROPP), Children's Systems Of Care (CSOC), Multi-purpose Senior Services Program (MSSP), Early Learning Opportunities, and Drug Endangered Children.

Budget to budget, revenues are increasing from \$72,967,163 to \$74,900,946 for a net increase of \$1,933,783. Forty-four percent or 853,135 is due to increased Operating Transfers-In to be used for expenditures related to Bio-terrorism, vital statistics, and vector control programs. The difference of approximately \$1.1 million is comprised of several increases and reductions within the Public Health grant funded programs. However, the increased revenue can be mainly attributed to the mid-year revenue increase for the Child Health programs.



DEPARTMENT: Public Health
 FUND: General
 BUDGET UNIT: AAA PHL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	921.3	73,611,885	72,967,163	644,722
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	3,617,119	3,580,948	36,171
Internal Service Fund Adjustments	-	724,789	717,541	7,248
Prop 172	-	-	-	-
Other Required Adjustments	2.0	878,056	878,056	-
Subtotal	2.0	5,219,964	5,176,545	43,419
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	28,550	-	28,550
Mid-Year Board Items	14.0	2,414,954	2,414,954	-
Subtotal	14.0	2,443,504	2,414,954	28,550
Impacts Due to State Budget Cuts	(1.3)	(64,581)	-	(64,581)
TOTAL BASE BUDGET	936.0	81,210,772	80,558,662	652,110
Department Recommended Funded Adjustments	(82.0)	(5,657,716)	(5,657,716)	-
TOTAL 2004-05 PROPOSED BUDGET	854.0	75,553,056	74,900,946	652,110

SCHEDULE B

DEPARTMENT: Public Health
 FUND: General
 BUDGET UNIT: AAA PHL

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
General Fund Budget Reduction	(1.3)	(64,581)	-	(64,581)
All of Public Health's General Fund financing is used for Animal Control activities, as such this entire amount is a direct reduction to that program. The reduction will unfund 1.3 Animal Control Officers, resulting in less routine field responses and longer response times for emergencies. This number is reflected in lower budgeted productivity numbers. The department is requesting restoration of these positions through fee increases.				
Total	(1.3)	(64,581)	-	(64,581)



SCHEDULE C

DEPARTMENT: Public Health
 FUND: General
 BUDGET UNIT: AAA PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Staffing Changes Salary and Benefit costs as well as charges from internal service funds continue to increase at a faster pace than revenues. This has resulted in the need for the department to make significant cuts to staffing to stay within budget. Major programmatic staffing changes include the following reductions: - Minor reductions among various programs - (5.1) - Animal Control - (17.3), 3.7 of out the 17.3 will be restored if fee increases are approved. - Environmental Health - (2.8) - which will be restored if fee increases are approved. - Nutrition/Women, Infants and Children (WIC) - (15.9), - Family Support Services - (14.4), - AIDS/Title I - (13.1), - Maternal Health - (9.3), - Reproductive Health - (9.2) - Epidemiology/TB - (4.9) The department is also requesting the following additions : Internal Services: - 3 Automated Systems Analysts - due to new major systems being implemented such as Meditech. - 1 Fiscal Clerk III - to be in charge of the billing department currently composed of Fiscal Clerk IIs. Disease Control and Prevention: - 1 Fiscal Clerk III for AIDS/Title I to track and pay its contracts. The position is grant funded. - 1 Health Education Assistant for Reproductive Health that will be funded by grants. - 0.5 Supervising Public Health Nutritionist for WIC and will be funded by grants. - 1.5 Dental Hygienist - These part-time positions will be funded by a grant and Medi-Cal revenues. - 1 Microbiologist II - To cover estimated workload for the upcoming year. Funded by payments from other programs. Environmental Health: - 1 Vector Control Technician II for increased volume due to the program responding to a full year of West Nile Virus. The reclassification of a Supervising Environmental Health Specialist to a Supervising Public Health Nurse. This position will run the Lead's abatement activities. It will result in a small cost savings due to the lower level of the classification.	(82.0)	(3,996,060)	-	(3,996,060)
2. Services and Supplies As with Staffing above, services and supplies is an area that has been cut significantly to remain within budget. The program reductions are as follows: - WIC (\$810,994) (WIC also represents a budget methodology change, see revenue below for explanation), - Title I & AIDS/HIV (\$580,532) due to a decreased in Federal revenue, - Child Health (\$543,070) - Reproductive Health (\$209,750), - Animal Control (\$143,753), - Immunizations (\$119,938), - Family Support Services (\$89,120), - Perinatal (\$84,009), - Tuberculosis (\$61,497) - and other various program changes netting to (\$197,690).		(2,840,353)	-	(2,840,353)
3. Equipment Budgeted Equipment purchases are increasing by \$45,000 to \$130,000 total. Of that, grant funded purchases of \$75,000 include: - Bio-terrorism - \$35k for a server and a copier; - Immunizations - \$20k for a server; - Child Health - \$20k for a XRF machine. The remaining realignment funded purchases of \$55,000 are to replace existing equipment including: - Automated Systems - \$40k for two servers for department-wide use; - Maternal Health \$15k for a Medical card embossing machine.		45,000	-	45,000
4. Transfers Increases in transfers are representative of increased lease costs. Public Health is primarily located in leased facilities, most of which have automatic increases built in based on CPI or a previously agreed upon schedule. The department is also moving into new facilities in Redlands, where the clinic is moving out of County owned space and into a new leased facility, and Carousel Mall where our Child Health and CCS programs are relocating.		242,331	-	242,331



SCHEDULE C

DEPARTMENT: Public Health
 FUND: General
 BUDGET UNIT: AAA PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
5. Reimbursements Reimbursements declined \$891,366 as a result of eliminated MOUs with other departments. - The Aging program lost \$168,240 due to the elimination of Senior Services Programs with the Office on Aging. - The Family Support Services program lost \$717,700 to fund family violence education/training for at risk families including MOUs with Probation, Children's Network, Children's Services, and Behavioral Health. - There are other minor changes in various programs netting to a revenue lost of \$5,426.		891,366	-	891,366
6. Licenses and Permits The change in Licenses and Permits (L&P) revenues is primarily the result of a reclassification of \$774,405 environmental health revenues from L&P to Current Services. Other changes include: - an increase of \$83,736 in estimated waste permit revenue, - a decrease of (\$333,974) in animal license revenue, - and other minor changes netting to a reduction of (\$2,510). The department is studying the animal license problem and is working on efforts to increase compliance with licensing laws.		-	(1,027,153)	1,027,153
7. Fines and Forfeitures Revenues Fines and Forfeitures revenue is expected to increase slightly as a result of observed increases in court fine revenues generated under the Maddy Act. The department's Emergency Medical Services program receives a distribution of the funds collected under the Act and revenues have increased. These funds are deposited to a trust fund and then brought in to help fund the department's EMS program.	-	-	12,000	(12,000)
8. Deletion of Cost to Maintain Current Program Services Assumption In the Cost to Maintain Current Program Services column, it is assumed that MOU expenses and Risk Management liabilities increases are expected to be funded by revenue increases. This entry backs out that assumption and is replaced by the detail listed below of what actually is happening.		-	(5,176,545)	5,176,545
9. Realignment Additional realignment to fund: HSS automated systems staff time for Meditech systems implementation for \$118,663; perinatal substance abuse prevention \$92,300; and a decrease in temporary backfill for state SB 90 revenues associated with the elimination of the SIDS mandate (\$40,800).		-	170,163	(170,163)
10. State/Federal Revenues In total this revenue category was fairly stable year over year, but, there were major programmatic changes. The following programs had a reduction in funding: - Abstinence Education - (\$800,000), - Title I HIV/AIDS - (\$590,595), - and other miscellaneous reductions in various programs - (\$110,567). This revenue lost was partially offset by funding increases in the following programs: - Child Health programs - \$455,199, - Title II HIV/AIDS funds for primary care - \$82,294, - Reproductive Health Education and Teensmart programs - \$175,000, and - Reproductive Health/Sexually Transmitted Disease FPACT funds - \$731,500. Additionally, a reduction of \$1,145,477 in the WIC program is the result of a change in budgeting methodology. In an effort to reduce contract amendments the State WIC contracts are for a higher amount than the County actually has the authority to spend. Subsequent increases in ability to spend are noticed via a letter instead of an amendment. The department is changing how this is budgeted to reflect only the amount available for expenditure and will return to the Board for authority to spend any additionally noticed funds.	-	-	(1,202,646)	1,202,646
11. Current Services Revenues Current Services is increasing primarily as a result of a reclassification of \$774,405 of environmental health revenues from Licenses and Permits to Current Services. Additionally, the City of Grand Terrace has cancelled its contract with Animal Control resulting in a revenue loss of (\$48,205). Other minor miscellaneous changes net to an increase of \$5,144.	-	-	731,344	(731,344)
12. Other Revenues Changes include a decrease in estimated revenues related to manual sales in EMS of (\$11,380) and miscellaneous other minor changes netting to a decrease of (\$6,634).	-	-	(18,014)	18,014
13. Operating Transfers In Budgeted Operating Transfers in are increasing in four areas. Bio-Terrorism has additional available funds of \$601,016 to conduct response planning, training, and systems development/security. Additional Vector Assessments of \$240,525 are being brought in to fund increased costs in that program. Finally, Vital Statistics is increasing the draw from its automation fund in the amount of \$11,594 to implement an imaging project.		-	853,135	(853,135)
Total	(82.0)	(5,657,716)	(5,657,716)	-



SCHEDULE E

DEPARTMENT: Public Health
 FUND: General
 BUDGET UNIT: AAA PHL

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Environmental Health Environmental Health is requesting 20 fee increases in four areas: 5 Public Eating Places; 5 Food Handling Places/Mini-Markets; 3 Swimming/Spa/Bathing locations; and 7 Food Handling/Warehouse. Non-approval of fees will result in fewer inspections of these facilities, which would increase the environmental health risk to the public. Additionally, there is some technical clean-up in a number of codes sections that does not result in any change to fees. Environmental Health is entirely fee supported. As a result of significantly increased payroll costs and minor inflationary costs, EHS is seeking an increase in fees.	2.8	322,481	322,481	-
Animal Control Animal Control is proposing 26 fee increases (13 for sheltering, 2 licensing, 10 field services and 1 miscellaneous); 2 new fees (1 in licensing and 1 field services); 1 fee elimination; and 1 refund of fees. Animal Control is significantly fee supported. As a result of increasing costs, Animal Control is proposing layoffs that would be mitigated by these fee increases. Non-approval of these increases would require elimination of positions resulting in worse response times and a reduction in the number of calls to which the staff can respond.	5.0	255,388	255,388	-
Total	7.8	577,869	577,869	-

The Department is proposing fee increases/new fees in three areas of service: Environmental Health, Animal Control, and Child Health. Department fee increases for Environmental Health and Animal Control programs are in direct response to increased staffing costs associated with MOU increases, rising retirement costs, and workers compensation increases associated with providing service in fee supported programs.

- Environmental Health is entirely fee supported and fees increases requested are to offset rising costs within the programs.

The Environmental Health fees will allow for the restoration of 2.0 Environmental Health Specialist I positions and 2.0 Public Service Employees (PSE) that would otherwise remain unfunded in the absence of the increases. The PSE positions provide specialized seasonal support for water quality. Approval of these fees will allow Environmental Health to maintain the current level of inspections and avoid increasing the risk of reduced compliance with food handling and water safety laws.

- Animal Control is significantly funded by fees and is proposing fee increases to generate revenue to offset rising costs, as well as to change current fee structures to create cost efficiencies by creating fee structures that reward multiple year purchases of licenses (which reduces administrative cost) and creating a graduated cost structure for the multiple apprehensions of the same animal.

Without the proposed fee increases, Animal Control will be laying off 5 staff resulting in increased response times, less ability to respond to calls, and closure of the Devore shelter for 2 days a week – it is currently a 7 day a week operation. Approval of these fees will avoid the layoffs and allow for the shelter to remain a 7-day a week operation.





2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
BUDGET UNIT: AAA PHL
PROGRAM: Environmental Health

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED	
Budgeted Appropriations	\$ 4,958,620

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED	
Current Fee Revenue for listed fees	3,225,206
Fee Revenue for fees not listed	1,634,794
Non Fee Revenue	98,620
Local Cost	-
Budgeted Sources	\$ 4,958,620

PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED	
Revised Appropriations	\$ 5,281,101

PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED	
Fee Revenue for listed fees	3,547,687
Fee Revenue for fees not listed	1,634,794
Non Fee Revenue	98,620
Local Cost	-
Revised Sources	\$ 5,281,101

DIFFERENCES (See Following Page for Details)	
	\$ 322,481
	322,481
	-
	-
	-
	\$ 322,481

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	313,044
Increased Inflationary Costs	9,437
Other	-
Total	\$ 322,481

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:
 Fee increase requested is to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public Service Employee positions will be deleted. The required inspections will not be completed, which would increase the environmental health risk to the public and service delivery will be delayed.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b)(1)(A)	Public Eating Place (0 - 24 seats)	\$ 273.00	1,563	\$ 426,699	\$ 300.00	1,563	\$ 468,900	\$ 27.00	-	\$ 42,201	\$ 166,154	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(B)	Public Eating Place (25 - 59 seats)	\$ 395.00	1,022	\$ 403,690	\$ 435.00	1,022	\$ 444,570	\$ 40.00	-	\$ 40,880	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(C)	Public Eating Place (60 - 99 seats)	\$ 510.00	755	\$ 385,050	\$ 561.00	755	\$ 423,555	\$ 51.00	-	\$ 38,505	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(D)	Public Eating Place (100 - 149 seats)	\$ 629.00	300	\$ 188,700	\$ 692.00	300	\$ 207,600	\$ 63.00	-	\$ 18,900	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(E)	Public Eating Place (150 - up seats)	\$ 685.00	372	\$ 254,820	\$ 754.00	372	\$ 280,488	\$ 69.00	-	\$ 25,668	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(3)(A)(I)	Food Handling Place / Mini Market (0 - 499 sf)	\$ 347.00	9	\$ 3,123	\$ 382.00	9	\$ 3,438	\$ 35.00	-	\$ 315	\$ 19,894	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b) (3)(A)(II)	Food Handling Place / Mini Market (500 - 1,499 sf)	\$ 480.00	63	\$ 30,240	\$ 528.00	63	\$ 33,264	\$ 48.00	-	\$ 3,024	\$	- Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (3)(A)(III)	Food Handling Place / Mini Market (1,500 - 2,499 sf)	\$ 613.00	119	\$ 72,947	\$ 674.00	119	\$ 80,206	\$ 61.00	-	\$ 7,259	\$	- Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (3)(A)(IV)	Food Handling Place / Mini Market (2,500 - 3,499 sf)	\$ 807.00	102	\$ 82,314	\$ 888.00	102	\$ 90,576	\$ 81.00	-	\$ 8,262	\$	- Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (3)(A)(V)	Food Handling Place / Mini Market (3,500 - up sf)	\$ 941.00	11	\$ 10,351	\$ 1,035.00	11	\$ 11,385	\$ 94.00	-	\$ 1,034	\$	- Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (4)(A)(I)	Food Handling Place / Warehouses (0 - 499 sf)	\$ 243.00	305	\$ 74,115	\$ 267.00	305	\$ 81,435	\$ 24.00	-	\$ 7,320	\$ 84,212	- Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (4)(A)(II)	Food Handling Place / Warehouses (500 - 1,499 sf)	\$ 376.00	550	\$ 206,800	\$ 414.00	550	\$ 227,700	\$ 38.00	-	\$ 20,900	\$	- Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b) (4)(A)(III)	Food Handling Place / Warehouses (1,500 - 2,499 sf)	\$ 509.00	452	\$ 230,068	\$ 560.00	452	\$ 253,120	\$ 51.00	-	\$ 23,052	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (4)(A)(IV)	Food Handling Place / Warehouses (2,500 - 3,499 sf)	\$ 703.00	130	\$ 91,390	\$ 773.00	130	\$ 100,490	\$ 70.00	-	\$ 9,100	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (4)(A)(V)	Food Handling Place / Warehouses (3,500 - 19,999 sf)	\$ 837.00	111	\$ 92,907	\$ 921.00	111	\$ 102,231	\$ 84.00	-	\$ 9,324	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (4)(A)(VI)	Food Handling Place / Warehouses (20,000 - 39,999 sf)	\$ 959.00	74	\$ 70,966	\$ 1,055.00	74	\$ 78,070	\$ 96.00	-	\$ 7,104	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (4)(A)(VII)	Food Handling Place / Warehouses (40,000 - up sf)	\$ 1,091.00	68	\$ 74,188	\$ 1,200.00	68	\$ 81,600	\$ 109.00	-	\$ 7,412	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(15)(A)	Public Swimming Pool or Spa (housing units)	\$ 212.00	2,407	\$ 510,284	\$ 233.00	2,407	\$ 560,831	\$ 21.00	-	\$ 50,547	\$ 52,221	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b)(15)(C)	Natural Bathing Place and Swimming Lagoon	\$ 267.00	16	\$ 4,272	\$ 294.00	16	\$ 4,704	\$ 27.00	-	\$ 432	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(j)(A) and (B)(j)(B)	Solid Waste Facility Permit Applications	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	The Department is requesting title changes to meet state guidelines. There are no fees added, deleted, or changed.
16.0213 (B)(b)(15)(B)	Public Swimming Pool or Spa (commercial units)	\$ 267.00	46	\$ 12,282	\$ 294.00	46	\$ 13,524	\$ 27.00	-	\$ 1,242	\$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.



2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
BUDGET UNIT: AAA PHL
PROGRAM: Animal Care & Control

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED	
Budgeted Appropriations	\$ 4,024,120

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED	
Current Fee Revenue for listed fees	619,640
Fee Revenue for fees not listed	400,360
Non Fee Revenue	2,352,010
Local Cost	652,110
Budgeted Sources	\$ 4,024,120

PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED	
Revised Appropriations	\$ 4,279,508

PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED	
Fee Revenue for listed fees	875,028
Fee Revenue for fees not listed	400,360
Non Fee Revenue	2,352,010
Local Cost	652,110
Revised Sources	\$ 4,279,508

DIFFERENCES (See Following Page for Details)	
	\$ 255,388
	255,388
	-
	-
	-
	\$ 255,388

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	64,581
Increased Employee Related Costs	165,899
Increased Inflationary Costs	24,908
Other	-
Total	\$ 255,388

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:
The proposed ACC budget for FY 04/05 has a layoff plan of five filled positions, including three Animal Control Officers, one Communications Operator, and one Public Information clerk. This leads to the closure of the Devore Shelter (to the public) two days of the week, furthering the overpopulation problem and reducing service to the public. Field service will be dramatically reduced on Sundays (emergency only calls will be handled) for the unincorporated County service areas. The budget also eliminates vaccinations for all stray animals impounded into County operated shelters, which will promote the spread of disease amongst the sheltered animals. Lastly, the service hotline for the public will be terminated. With approval of the attached proposed fees, ACC will salvage all five positions thus eliminating the need for layoffs, maintain current service at the Devore shelter, maintain current service in the field (seven days a week of complete service), and administer vaccinations to all animals impounded. The service hotline can not be salvaged without further increases in revenue. The hotline costs \$20,000. In addition, Animal control cut supplies and equipment purchases to remain within budget.

The proposed fee increases will not be sufficient to cover \$102,665 in Increased Employee Related Costs not reflected above.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(1)(A)(I)	Field Services: Pick-up/handling of dog/cat (During normal hours)	\$ 25.00	2,000	\$ 50,000	\$ 35.00	2,000	\$ 70,000	\$ 10.00	-	\$ 20,000	\$ 83,240	Increased fee helps to cover the actual cost of service.
16.0213A (b)(1)(A)(II)	Field Services: Pick-up/handling of dog/cat (After hours 6pm -7am)	\$ 50.00	50	\$ 2,500	\$ 70.00	50	\$ 3,500	\$ 20.00	-	\$ 1,000	\$ -	Increased fee helps to cover the actual cost of service. Also covers increased cost of call back and overtime.
16.0213A (b)(1)(B)	Field Services: Pick-up, euthanasia, and disposal of owned animal (Owner Requested)	\$ 50.00	228	\$ 11,400	\$ 70.00	228	\$ 15,960	\$ 20.00	-	\$ 4,560	\$ -	Increased fee covers the increased cost of euthanasia solution. Will help to cover the actual cost of service.
16.0213A (b)(1)(C)(I)(i)	Field Services: Apprehension - First violation per altered dog	\$ 35.00	461	\$ 16,135	\$ 40.00	461	\$ 18,440	\$ 5.00	-	\$ 2,305	\$ -	Recovers costs of stray animal pick-up by officers in field.
16.0213A (b)(1)(C)(I)(ii)	Field Services: Apprehension - 2nd violation per altered dog	\$ 35.00	19	\$ 665	\$ 80.00	19	\$ 1,520	\$ 45.00	-	\$ 855	\$ -	Recovers costs of stray animal pick-up by officers in field and creates incentive for owner to be more responsible.
16.0213A (b)(1)(C)(I)(iii)	Field Services: Apprehension - Third & every subsequent violation per altered dog	\$ 35.00	-	\$ -	\$ 180.00	2	\$ 360	\$ 145.00	2	\$ 360	\$ -	Recovers costs of stray animal pick-up by officers in field and creates incentive for owner to be more responsible.
16.0213A (b)(1)(C)(II)(i)	Field Services: Apprehension - First violation per unaltered dog or cat	\$ 35.00	1,093	\$ 38,255	\$ 80.00	1,093	\$ 87,440	\$ 45.00	-	\$ 49,185	\$ -	In accordance with California Food & Agriculture 30804.7 and 31751.7, making animal owners responsible for their straying animals and recovers costs of animal pick-up by officers in the field.
16.0213A (b)(1)(C)(II)(ii)	Field Services: Apprehension - 2nd violation per unaltered dog or cat	\$ 35.00	11	\$ 385	\$ 160.00	11	\$ 1,760	\$ 125.00	-	\$ 1,375	\$ -	In accordance with California Food & Agriculture 30804.7 and 31751.7, making animal owners responsible for their straying animals and recovers costs of animal pick-up by officers in the field.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(1)(C)(II)(iii)	Field Services: Apprehension - Third & every subsequent violation per unaltered dog or cat	\$ 35.00	2	\$ 70	\$ 210.00	2	\$ 420	\$ 175.00	-	\$ 350	\$ -	In accordance with California Food & Agriculture 30804.7 and 31751.7, making animal owners responsible for their straying animals and recovers costs of animal pick-up by officers in the field.
16.0213A (b)(1)(C)(III)	Field Services: After hours (6:00pm 7:00am) Apprehension Fee (Additional) - Per Occurrence	\$ -	-	\$ -	\$ 70.00	75	\$ 5,250	\$ 70.00	75	\$ 5,250	\$ -	Increased fee will help cover the actual cost of after hours operations. Also covers increased cost of call back and overtime.
16.0213A (b)(1)(C)(IV)	Field Services: Refund to animal owner if animal is altered within thirty days of redemption	\$ -	-	\$ -	\$ (40.00)	100	\$ (4,000)	\$ (40.00)	100	\$ (4,000)	\$ -	Refund is to reward citizens for taking the next step in responsible pet ownership.
16.0213A (b)(1)(D)	Field Services: Trap rentals, per day	\$ 1.00	2,000	\$ 2,000	\$ 2.00	2,000	\$ 4,000	\$ 1.00	-	\$ 2,000	\$ -	Increased fee will help cover the cost of replacement traps rented out to citizens.
16.0213A (b)(1)(F)(III)	MISC: Other Reports	\$ 5.00	-	\$ -	\$ -	-	\$ -	\$ (5.00)	-	\$ -	\$ -	Category no longer used.
16.0213A (b)(2)(A)(II)(i)	Licensing: Spay/Neutered Monthly Fee (1 - 23 months)	\$ 1.00	217,452	\$ 217,452	\$ 1.25	217,452	\$ 271,815	\$ 0.25	-	\$ 54,363	\$ 68,080	Increased fee covers costs of processing, postage, renewal notices, etc. of State mandated dog/rabies licensing.
16.0213A (b)(2)(A)(II)(ii)	Licensing: Spay/Neutered Monthly Fee (24 - 35 months)	\$ 1.00	34,344	\$ 34,344	\$ 1.05	34,344	\$ 36,061	\$ 0.05	-	\$ 1,717	\$ -	Increased fee covers costs of processing, postage, renewal notices, etc. of State mandated dog/rabies licensing. Further, offers multiple year purchase incentive.
16.0213A (b)(2)(A)(II)(iii)	Licensing: Spay/Neutered Monthly Fee (36 months or more)	\$ 1.00	-	\$ -	\$ 1.00	-	\$ -	\$ -	-	\$ -	\$ -	No Change/Increase to Fee. Offers multiple year purchase incentive.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(2)(A)(VI)	Licensing: Medically Determined License - Monthly	\$ -	-	\$ -	\$ 2.00	6,000	\$ 12,000	\$ 2.00	6,000	\$ 12,000	\$ -	New fee will accommodate those citizens who own animals that have been deemed high risk for Spay/Neuter surgery. This fee is higher than the rate for Spayed/Neutered animals.
16.0213A (b)(3)(A)(I)	Shelter: Impound Fee (Initial Impoundment)	\$ 24.00	1,598	\$ 38,352	\$ 40.00	1,598	\$ 63,920	\$ 16.00	-	\$ 25,568	\$ 104,068	Initial impoundment fee currently covers the cost of holding an animal four of the first five days after a stray animals is picked up by an Animal Control Officer or a member of the public. The animal is not available for adoption at during this time. The fifth day is being subsidized by ACC.
16.0213A (b)(3)(A)(II)	Shelter: Impound Fee (Daily after Initial Impoundment)	\$ 6.00	475	\$ 2,850	\$ 8.00	475	\$ 3,800	\$ 2.00	-	\$ 950	\$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (b)(3)(B)(I)	Shelter: Euthanasia Fee- Dog	\$ 25.00	300	\$ 7,500	\$ 35.00	300	\$ 10,500	\$ 10.00	-	\$ 3,000	\$ -	Increased fee covers the increased cost of euthanasia solution. Will also help cover the actual cost of service.
16.0213A (b)(3)(B)(II)	Shelter: Euthanasia Fee-Cat	\$ 15.00	100	\$ 1,500	\$ 25.00	100	\$ 2,500	\$ 10.00	-	\$ 1,000	\$ -	Increased fee covers the increased cost of euthanasia solution. Will also help cover the actual cost of service.
16.0213A (b)(3)(D)(I)	Shelter: Owner turned in animals without adoption hold	\$ 25.00	2,376	\$ 59,400	\$ 35.00	2,376	\$ 83,160	\$ 10.00	-	\$ 23,760	\$ -	Increased fee covers the increased cost of euthanasia solution in addition to helping cover the actual cost of service.
16.0213A (b)(3)(D)(II)	Shelter: Owner turned in animals with adoption hold	\$ 40.00	612	\$ 24,480	\$ 50.00	612	\$ 30,600	\$ 10.00	-	\$ 6,120	\$ -	Increased fee helps to cover the increased cost of food and care and the actual cost of service.
16.0213A (b)(3)(E)(I)	Shelter: Spay/Neuter Fee for Dogs (Over 4 months of age)	\$ 40.00	1,753	\$ 70,120	\$ 55.00	1,753	\$ 96,415	\$ 15.00	-	\$ 26,295	\$ -	DPH currently subsidizes the cost to spay/neuter adopted animals. With the current budget situation, ACC can no longer do so. The increase fee covers the actual cost.



2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(3)(E)(II)	Shelter: Spay/Neuter Fee for Cats (Over 4 months of age)	\$ 20.00	391	\$ 7,820	\$ 30.00	391	\$ 11,730	\$ 10.00	-	\$ 3,910	\$ -	DPH currently subsidizes the cost to spay/neuter adopted animals. With the current budget situation, ACC can no longer do so. The increase fee covers the actual cost.
16.0213A (b)(3)(F)(III)	Shelter: Adoption Fee (Puppies under 4 months of age)	\$ 15.00	1,431	\$ 21,465	\$ 20.00	1,431	\$ 28,620	\$ 5.00	-	\$ 7,155	\$ -	Increased fee helps cover the cost of the service including animal food and care.
16.0213A (b)(3)(F)(IV)	Shelter: Adoption Fee (Kittens under 4 months of age)	\$ 10.00	1,129	\$ 11,290	\$ 15.00	1,129	\$ 16,935	\$ 5.00	-	\$ 5,645	\$ -	Increase fee helps cover the cost of the service including animal food and care.
16.0213A (b)(3)(O)(I)	Shelter: Daily Board Charge - Horses, Cattle, Large Animals	\$ 7.00	137	\$ 959	\$ 10.00	137	\$ 1,370	\$ 3.00	-	\$ 411	\$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (b)(3)(O)(II)	Shelter: Daily Board Charge - Calves, Sheep, Small Animals	\$ 6.00	111	\$ 666	\$ 8.00	111	\$ 888	\$ 2.00	-	\$ 222	\$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (b)(3)(O)(III)	Shelter: Daily Board Charge - Chickens, Other Fowl	\$ 1.00	32	\$ 32	\$ 2.00	32	\$ 64	\$ 1.00	-	\$ 32	\$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (c)(8)(A)	MISC: Rabies Vaccination	\$ 4.00	-	\$ -	\$ 6.00	-	\$ -	\$ 2.00	-	\$ -	\$ -	Increase is in accordance with State Law increase. All revenue received belongs to Preventive Veterinary Services.

California Children's Services

DESCRIPTION OF MAJOR SERVICES

California Children's Services (CCS) is a State program that provides case management, diagnosis, and treatment services to individuals up to 21 years of age with severe qualifying medical conditions and whose families are unable to pay for all or part of their care. State law requires the County to maintain a mandated minimum funding level. In addition to realignment dollars and the County's mandated contribution, funding also comes from Medi-Cal, private insurance, and patient co-payments. Revenues are based upon individual client eligibility for specific programs such as Medi-Cal, healthy Families, or CCS alone (people who do not qualify for other programs or cannot afford to pay their Medi-Cal co-share payments).

The revenue breakdown among Federal, State, realignment, and County general fund support depends on the type of services provided under this program. This program provides two types of services:

- 1) Administrative Component – Case management activities which include determining program eligibility, evaluating needs for specific services, determining the appropriate providers, and authorizing/paying for medically necessary care. Administrative funding is based on staffing standards and caseload mix of CCS clients. In other words, it depends on which Federal, State or County program in which the children are enrolled.
 - a) Medi-Cal accounts for approximately 85%. Federal and state funds reimburse CCS for 100% of the costs.
 - b) Healthy Families accounts for approximately 10%. This federal and state program reimburses CCS for 82.5% of the costs. The remaining 17.5% local share is equally funded by Social Services realignment (8.75%) and general fund support (8.75%).
 - c) CCS or Non-Medi-Cal caseload accounts for approximately 5%. Federal and state funds account for 50% of the costs associated with treating this clientele. The other 50% is equally funded by Social Services realignment (25%) and general fund support (25%).
 - d) Two of the workload indicators presented in this budget reflect the administrative component: Cases managed and claims processed.
- 2) Medical Therapy Component – Provides physical therapy, occupational therapy, and medical therapy conference services. Licensed physical therapists and certified occupational therapists provide evaluation, treatment, consultation services and case management.
 - a) The State reimburses the County for 50% of the costs incurred by this program. The remaining 50% is equally funded by Social Services realignment and general fund support. Additionally, this program is allowed to bill Medi-Cal for therapy provided to Medi-Cal clients. Approximately 70% of the caseload in the medical therapy component is Medi-Cal eligible.

The budgeted local cost amount reflects the County's mandated share of costs for serving anticipated caseloads. Should actual caseloads fall short of projections, unused local funds would return to the County's year-end fund balance. Similarly, Realignment funds will be transferred to correspond with actual caseloads at the end of the year.



BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	8,076,824	10,723,433	9,473,795	12,713,007
Departmental Revenue	6,638,257	9,185,392	7,935,754	11,174,966
Local Cost	1,438,567	1,538,041	1,538,041	1,538,041
Budgeted Staffing		145.0		149.6

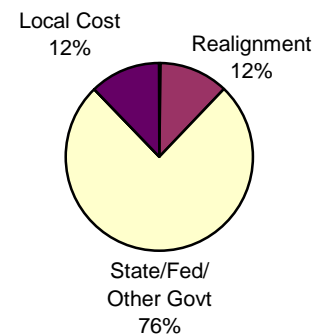
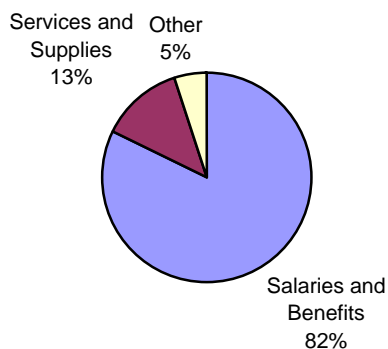
Workload Indicators

Cases Managed	10,091	11,000	11,290	12,137
Therapy Units	29,898	36,050	34,564	36,200
Claims Processed	131,188	133,900	177,110	-

CCS is significantly under budget as a result of having a number of positions unfilled. Due to space limitations, not all of the additional CCS positions have been filled. The new CCS space is projected to be available in June 2004 and CCS will fill its positions at that time.

Variance in equipment purchases is due to postponing the purchases of copiers until this upcoming year.

The Claims Processed workload indicator will not be presented anymore since it is no longer a valid representation of CCS workload. The State is beginning to pay some of the claims directly rather than using the County as a pass through. However, this will not result in work reduction for CCS, as it is still responsible for verifying and approving the claims before the State will pay. CCS does not track the number of claims verified. This information was provided by the state but they will no longer track it.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Administrative/Executive
 DEPARTMENT: California Children's Services
 FUND: General

BUDGET UNIT: AAA CCS
 FUNCTION: Health and Sanitation
 ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,800,665	9,067,453	646,424	-	-	9,713,877	755,424	10,469,301
Services and Supplies	1,110,300	1,110,300	15,981	-	-	1,126,281	475,045	1,601,326
Equipment	-	18,000	-	-	-	18,000	(8,000)	10,000
Transfers	562,830	527,680	-	-	-	527,680	104,700	632,380
Total Appropriation	9,473,795	10,723,433	662,405	-	-	11,385,838	1,327,169	12,713,007
Departmental Revenue								
Realignment	1,538,041	1,538,041	-	-	-	1,538,041	-	1,538,041
State, Fed or Gov't Aid	6,355,503	7,627,691	662,405	-	-	8,290,096	1,319,169	9,609,265
Current Services	22,200	19,400	-	-	-	19,400	8,000	27,400
Other Revenue	20,010	260	-	-	-	260	-	260
Total Revenue	7,935,754	9,185,392	662,405	-	-	9,847,797	1,327,169	11,174,966
Local Cost	1,538,041	1,538,041	-	-	-	1,538,041	-	1,538,041
Budgeted Staffing		145.0	-	-	-	145.0	4.6	149.6

DEPARTMENT: California Children's Services
 FUND: General
 BUDGET UNIT: AAA CCS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	145.0	10,723,433	9,185,392	1,538,041
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	646,424	646,424	-
Internal Service Fund Adjustments	-	15,981	15,981	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	662,405	662,405	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	145.0	11,385,838	9,847,797	1,538,041
Department Recommended Funded Adjustments	4.6	1,327,169	1,327,169	-
TOTAL 2004-05 PROPOSED BUDGET	149.6	12,713,007	11,174,966	1,538,041



SCHEDULE C

DEPARTMENT: California Children's Services
 FUND: General
 BUDGET UNIT: AAA CCS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increased Budgeted Staffing due to opening of new office Some positions in the current year were budgeted less than full time because they were expected to be vacant until there was sufficient office space to accommodate them. With the opening of the new office, positions that were budgeted for a partial year in 2003-04 are now being budgeted full time resulting in an increase in staffing of 4.6.	4.6	390,000	-	390,000
2. Salaries and benefits Various salary cost increases include step advances and increased bilingual costs.		365,424	-	365,424
3. Increase in Professional Services The Healthy Families portion of the CCS program has been increasing. These payments are reimbursements to the State for our portion of Healthy Families costs that the State pays directly to vendors on our behalf.		500,000	-	500,000
4. Additional Adjustment to Internal Service Funds The following changes were made to services and supplies: Increase in Comnet Charges, Comnet long Distance, Comnet Workstations, and Comnet special services, Presort and packaging, and Vehicle charges. Partially offset by a decrease in Phone company services.		72,900	-	72,900
5. Other changes in Services and Supplies Other changes in services and supplies are as follows: Noninventoriable equipment decreased by (\$127,000), COWCAP charges increased by \$11,584, and minor adjustments accounted for an increase of \$17,561.		(97,855)	-	(97,855)
6. Minor reduction in Equipment purchases The department is budgeting 1 copier in equipment this year.	-	(8,000)	-	(8,000)
7. Increase in Transfers out The following changes were made to transfers out: Increased leased costs as a result of relocating the program into a larger space at the Carousel mall (\$61,320); increase in automated systems support provided by Public Health (\$42,490); and an minor increase in EHAP (\$890).	-	104,700	-	104,700
9. State Aid Increased in State and Federal revenues to cover additional expenses. These revenues are based on the projected 10.3% increased in cases managed.		-	1,319,169	(1,319,169)
10. Current Services Minor increase in enrollment fees based on current trend.		-	8,000	(8,000)
Total	4.6	1,327,169	1,327,169	-



Indigent Ambulance

DESCRIPTION OF MAJOR SERVICES

This budget provides financing for those ambulance contractors who transport indigents to the Arrowhead Regional Medical Center, or the closest hospital, under certain life-threatening situations. It also funds transport of indigent tuberculosis patients to Riverside County Hospital for treatment, and up to the extent of available appropriations, pays for the Sheriff's Department transport of indigent inmates (with the remainder paid directly by the Sheriff's Department). The appropriations in this budget unit are maintained at a constant level.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	472,501	472,501	472,501	472,501
Local Cost	472,501	472,501	472,501	472,501

GROUP: Administrative/Executive
DEPARTMENT: Indigent Ambulance
FUND: General Fund

BUDGET UNIT: AAA EMC
FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	472,501	472,501	-	-	-	472,501	-	472,501
Total Appropriation	472,501	472,501	-	-	-	472,501	-	472,501
Local Cost	472,501	472,501	-	-	-	472,501	-	472,501



Cajon Dump Site Clean up

DESCRIPTION OF MAJOR SERVICES

In December 1998, a fire occurred in Cajon Pass as a result of illegal dumping of an estimated 100,000 tons of solid waste. Approximately 40 haulers and contractors have been identified as the parties responsible for the illegal dumping. This special revenue fund, established and managed by the Department of Public Health, Division of Environmental Health, will be used to account for the settlement contributions of the small haulers and the \$750,000 grant from the California Integrated Waste Management Board (CIWMB) and the expenditures associated with the clean-up effort for the illegal dump in Cajon Pass. The State requires a 10% holdback of funds until the project is completed.

The total estimated cost to clean up the site is \$2,800,000. As a result of the settlement agreement among those identified as haulers, the county and the CIWMB, the CIWMB will contribute \$750,000 and the large haulers will pay the balance of the clean-up cost less the contributions received from the small haulers. CIWMB will cover the cost associated with recycling of green waste and concrete, tipping fees, initial re-vegetation, and other costs as identified in the settlement agreement.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	112,359	112,259	-
Departmental Revenue	7,760	81,800	81,700	-
Fund Balance		30,559		-

The project is expected to be finalized in the 2003-04 budget year. All fund balance should be distributed per the terms of the legal settlement prior to June 30, 2004. The illegal dumpsite has been cleaned up and re-vegetation will be completed in this fiscal year, bringing this project to an end.

GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Cajon Dump Site Clean Up

BUDGET UNIT: RPH PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Services and Supplies	56,259	112,359	-	-	-	112,359	(112,359)	-
Total Appropriation	56,259	112,359	-	-	-	112,359	(112,359)	-
Oper Transfers Out	56,000	-	-	-	-	-	-	-
Total Requirements	112,259	112,359	-	-	-	112,359	(112,359)	-
Departmental Revenue								
Fines and Forfeitures	6,000	6,800	-	-	-	6,800	(6,800)	-
Use Of Money & Prop	700	-	-	-	-	-	-	-
State, Fed or Gov't Aid	75,000	75,000	-	-	-	75,000	(75,000)	-
Total Revenue	81,700	81,800	-	-	-	81,800	(81,800)	-
Fund Balance		30,559	-	-	-	30,559	(30,559)	-



SCHEDULE C

DEPARTMENT: Public Health
 FUND: Cajon Dump Site Clean Up
 BUDGET UNIT: RPH PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Project Closing This project is expected to be finalized in the 2003-04 budget year and the department is not requesting a budget for 2004-05. All fund balance should be distributed per the terms of the legal settlement prior to June 30, 2004. The illegal dumpsite has been cleaned up and revegetation will be completed in this fiscal year, bringing this project to an end.	-	(112,359)	(81,800)	(30,559)
Total		-	(112,359)	(81,800)	(30,559)



Bio-Terrorism Preparedness

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

State bio-terrorism funds are received to this budget and transferred out as needed to Public Health to reimburse for actual bio-terrorism preparedness related expenditures. The majority of the expenses are to fund one-time equipment purchases. This is a financing budget unit only; no actual expenditures or activities are conducted via this budget unit.

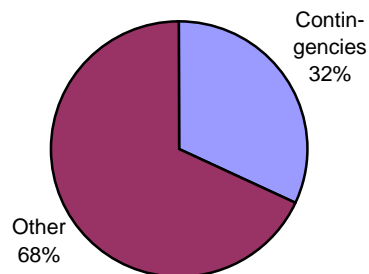
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

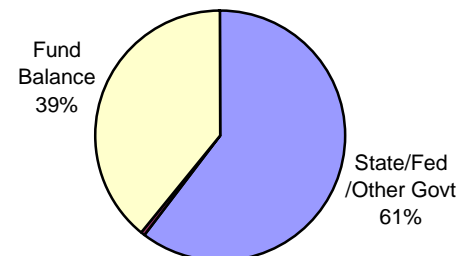
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	275,000	3,725,816	1,278,426	4,027,235
Departmental Revenue	989,839	3,010,977	2,139,482	2,451,340
Fund Balance		714,839		1,575,895

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Public Health
 FUND: Bio-Terrorism Preparedness

BUDGET UNIT: RPL PHL
 FUNCTION: Public Health
 ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	1,281,250	1,281,250
Total Appropriation	-	-	-	-	-	-	1,281,250	1,281,250
Oper Transfers Out	1,278,426	3,725,816	-	-	-	3,725,816	(979,831)	2,745,985
Total Requirements	1,278,426	3,725,816	-	-	-	3,725,816	301,419	4,027,235
Departmental Revenue								
Use Of Money & Prop	17,100	-	-	-	-	-	20,000	20,000
State, Fed or Gov't Aid	2,122,382	3,010,977	-	-	-	3,010,977	(579,637)	2,431,340
Total Revenue	2,139,482	3,010,977	-	-	-	3,010,977	(559,637)	2,451,340
Fund Balance		714,839	-	-	-	714,839	861,056	1,575,895

SCHEDULE C

DEPARTMENT: Public Health
 FUND: Bio-Terrorism Preparedness
 BUDGET UNIT: RPL PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies Due to a change in budget methodology, available fund balance is now being budgeted as a contingency.	-	1,281,250	-	1,281,250
2. Operating Transfers Out Much of the expenditures are to fund one-time equipment purchases in Public Health. As these one-time expenses decline, so does the necessary operating transfer out required to fund them.	-	(979,831)	-	(979,831)
3. Revenue Bio-Terrorism revenue fluctuates year-to-year as a result of supplemental one-time available funds that may come available.	-	-	(579,637)	579,637
4. Interest revenue Interest revenue is now budgeted.	-	-	20,000	(20,000)
Total	-	301,419	(559,637)	861,056



Vital Statistics State Fees

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

At the end of the 2001-02 year this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the Department of Public Health.

Fees set by the state and collected from purchasers of Birth and Death certificates are deposited to this fund. Funds are transferred to Public Health to fund Vital Statistics expenditures. Per Health and Safety Code 103625 all applicants for birth or death certificates shall pay an additional fee of \$3 dollars and shall be collected by the county.

The county shall distribute the funds as follows:

- 1) 45% of the fee collected shall be distributed to the State Registrar, and
- 2) the remaining 55% shall be deposited into the Vital and Health Statistics fund for the purpose of defraying the administrative costs of collecting and reporting with respect to those fees and for other costs as follows:
 - a) Modernization of vital record operations, including improvement, automation, and technical support of vital record systems.
 - b) Improvement in the collection and analysis of health-related birth and death certificate information, and other community health data collection and analysis, as appropriate.
 - c) Funds collected shall not be used to supplant funding in existence on January 1, 2002 that is necessary for the daily operation of vital record systems.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

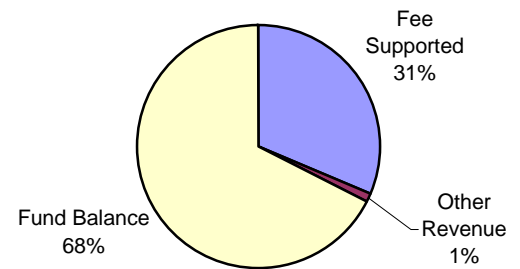
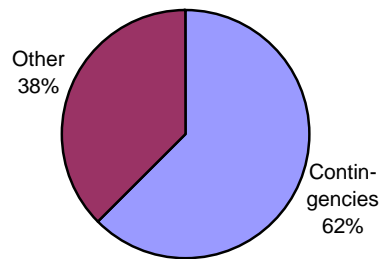
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	142,909	432,357	123,800	463,657
Departmental Revenue	146,511	146,000	149,800	151,300
Fund Balance		286,357		312,357

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Public Health
 FUND: Vital Statistics State Fees

BUDGET UNIT: SCI PHL
 FUNCTION: Health and Sanitation
 ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	289,407	289,407
Total Appropriation	-	-	-	-	-	-	289,407	289,407
Oper Transfers Out	123,800	432,357	-	-	-	432,357	(258,107)	174,250
Total Requirements	123,800	432,357	-	-	-	432,357	31,300	463,657
Departmental Revenue								
Use Of Money & Prop	6,300	6,000	-	-	-	6,000	300	6,300
Current Services	143,500	140,000	-	-	-	140,000	5,000	145,000
Total Revenue	149,800	146,000	-	-	-	146,000	5,300	151,300
Fund Balance		286,357	-	-	-	286,357	26,000	312,357



SCHEDULE C

DEPARTMENT: Public Health
 FUND: Vital Statistics State Fees
 BUDGET UNIT: SCI PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies Contingencies represent unbudgeted available fund balance for Vital Statistics.	-	289,407	-	289,407
2.	Operating Transfers Out Operating Transfers Out are declining as a result of a budget methodology change wherein available funds that are not budgeted in the operating budget of Public Health will be budgeted in this fund as contingencies. Actual usage is expected to increase in 2004-05 due to an imaging project that vital statistics is currently pursuing to improve operational efficiency.	-	(258,107)	-	(258,107)
3.	Current Services Minor revenue increases are anticipated based on recent revenue trends within the Vital Statistics program. Revenue shown here is generated from fees set by the State and payable for copies of Birth and Death records.	-	-	5,000	(5,000)
4.	Interest Revenue Interest revenue is now budgeted.	-	-	300	(300)
Total		-	31,300	5,300	26,000



Ambulance Performance Based Fines

DESCRIPTION OF MAJOR SERVICES

As a result of the newly adopted performance based contracts, this fund has been set up to collect any fine revenue associated with ambulance companies failure to meet contractual standards. Budget amounts are estimates based on prior years' data. All appropriations in this fund are budgeted as contingencies, which will require the Department to return to the Board of Supervisors before expending any of these funds. Per the terms of the contracts, these funds are earmarked for enhancements to the Emergency Medical System.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	-	-	40,000
Departmental Revenue	-	-	-	40,000
Fund Balance		-		-

GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Ambulance Performance Based Fines

BUDGET UNIT: SDS PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	40,000	40,000
Total Appropriation	-	-	-	-	-	-	40,000	40,000
Departmental Revenue								
Fines and Forfeitures	-	-	-	-	-	-	40,000	40,000
Total Revenue	-	-	-	-	-	-	40,000	40,000
Fund Balance		-	-	-	-	-	-	-

SCHEDULE C

DEPARTMENT: Public Health
FUND: Ambulance Performance Based Fines
BUDGET UNIT: SDS PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies All funds available are budgeted as contingencies. The Department will return to the Board for approval of any expenditures from this fund. All available funds are earmarked for enhancements to the Emergency Medical System per the terms of the performance based contracts.	-	40,000	-	40,000
2. Revenue This revenue is an estimate based on prior years' ambulance transport data.	-	-	40,000	(40,000)
Total	-	40,000	40,000	-



Vector Control Assessments

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Public Health.

This fund receives all tax assessments for Vector Control. Revenue collected here is all paid through the property tax role and is dedicated for Vector Control purposes. This fund reimburses Public Health for Vector Control expenses incurred.

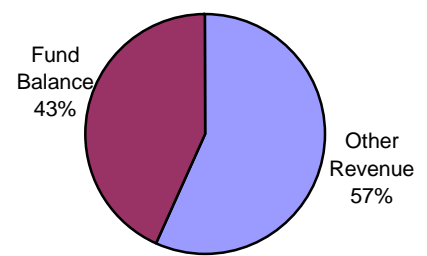
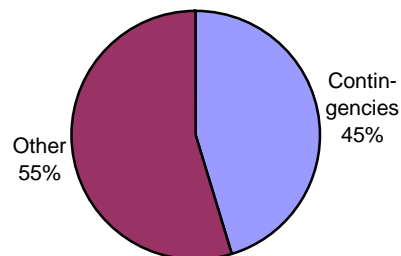
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	1,340,000	2,716,704	1,640,525	2,995,179
Departmental Revenue	1,532,834	1,400,000	1,619,000	1,700,000
Fund Balance		1,316,704		1,295,179

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget. The revenue variance is due to new parcels being added as development occurs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Public Health
 FUND: Vector Control Assessments

BUDGET UNIT: SNR PHL
 FUNCTION: Health and Sanitation
 ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	1,354,654	1,354,654
Total Appropriation	-	-	-	-	-	-	1,354,654	1,354,654
Oper Transfers Out	1,640,525	2,716,704	-	-	-	2,716,704	(1,076,179)	1,640,525
Total Requirements	1,640,525	2,716,704	-	-	-	2,716,704	278,475	2,995,179
Departmental Revenue								
Taxes	1,599,000	1,380,000	-	-	-	1,380,000	300,000	1,680,000
Use Of Money & Prop	20,000	20,000	-	-	-	20,000	-	20,000
Total Revenue	1,619,000	1,400,000	-	-	-	1,400,000	300,000	1,700,000
Fund Balance		1,316,704	-	-	-	1,316,704	(21,525)	1,295,179

SCHEDULE C

DEPARTMENT: Public Health
 FUND: Vector Control Assessments
 BUDGET UNIT: SNR PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies Contingencies represent unbudgeted available fund balance for Vital Statistics.	-	1,354,654	-	1,354,654
2. Operating Transfers Out Operating Transfers Out are declining as a result of a budget methodology change wherein available funds that are not budgeted in the operating budget of Public Health will be budgeted in this fund as contingencies.	-	(1,076,179)	-	(1,076,179)
3. Revenue Increases The Department undertook an extensive review of properties that are covered by the tax assessment. The Vector assessment varies per parcel based on its state of development, or lack thereof. It was determined that a number of properties had been developed and were being assessed at a lower than required rate. Additionally, new parcels are added as development occurs. These changes resulted in tax revenue increases.	-	-	300,000	(300,000)
Total	-	278,475	300,000	(21,525)



LOCAL AGENCY FORMATION COMMISSION

Kathleen Rollings-McDonald

DESCRIPTION OF MAJOR SERVICES

The Local Agency Formation Commission (LAFCO) is an independent regulatory body charged with the responsibility for the discouragement of urban sprawl and the encouragement of orderly formation and development of local agencies within San Bernardino County. In meeting these responsibilities the Commission 1) regulates proposed boundary changes for cities and special districts; 2) determines the spheres of influence for local agencies and conducts related municipal service reviews; 3) regulates the formation and dissolution of cities and special districts; and 4) reviews contracts for the provision of services outside the boundaries of cities and special districts. In addition to those authorities, LAFCO has the authority to initiate and make studies of existing government agencies and initiate proposals for consolidations, mergers, or dissolutions of special districts based upon its findings.

Costs in this budget represent the county's legally mandated contribution to LAFCO; which is one-third of the operating costs that is not reimbursed by fees and other revenue.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	170,000	173,400	163,333	154,000
Departmental Revenue	-	-	-	-
Local Cost	170,000	173,400	163,333	154,000

GROUP: Administrative/Executive
DEPARTMENT: Local Agency Formation Commission
FUND: General

BUDGET UNIT: AAA LAF
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	163,333	173,400	-	-	-	173,400	(19,400)	154,000
Total Appropriation	163,333	173,400	-	-	-	173,400	(19,400)	154,000
Local Cost	163,333	173,400	-	-	-	173,400	(19,400)	154,000



SCHEDULE C

DEPARTMENT: Local Agency Formation Commission
 FUND: General
 BUDGET UNIT: AAA LAF

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction in county contribution. LAFCO projects a reduction in net operating cost due to increased revenues.	-	(19,400)	-	(19,400)
Total	-	(19,400)	-	(19,400)



COUNTY SCHOOLS

Herb Fischer

DESCRIPTION OF MAJOR SERVICES

Beginning in 2003-04, this budget unit represents the county's total legal and contractual obligations to contribute to the costs of the County Superintendent of Schools and School Claims. Prior to 2003-04, this budget unit included only the county's costs for School Claims.

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for 33 school districts and two regional occupational programs, and provides ancillary services to five community college districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to 380,830 K through 12 students and approximately 37,000 community college students in accordance with the Education Code, as well as services which include alternative education, special education, and curriculum and instruction.

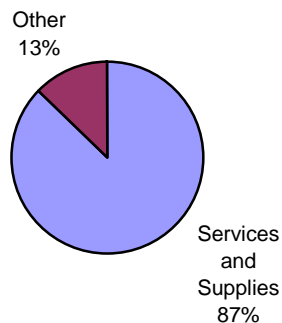
The function of the School Claims Division is to perform warrant production, control, and accounting to include a prepayment examination and audit of the expenditures from the funds of the school districts, community college districts, regional occupational programs in the county, and from the County School Service Fund of the County Superintendent of Schools. This involves the audit of all payrolls and accounts payable to include contracts and expenses for supplies, materials, services, and equipment. The division performs all audits and approval functions required of the County Auditor/Controller and County Superintendent of Schools, and is jointly responsible to those elected officials.

There is no staffing associated with this budget unit.

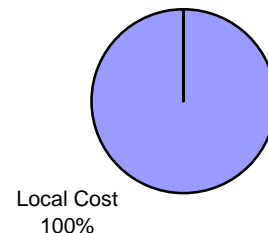
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,186,792	2,850,040	2,716,034	2,775,264
Departmental Revenue	-	-	-	-
Local Cost	1,186,792	2,850,040	2,716,034	2,775,264

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: County Schools
FUND: General

BUDGET UNIT: AAA SCL
FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	2,387,034	2,383,992	61,797	-	(25,400)	2,420,389	-	2,420,389
Transfers	329,000	466,048	-	-	(39,179)	426,869	(71,994)	354,875
Total Appropriation	2,716,034	2,850,040	61,797	-	(64,579)	2,847,258	(71,994)	2,775,264
Local Cost	2,716,034	2,850,040	61,797	-	(64,579)	2,847,258	(71,994)	2,775,264

DEPARTMENT: County Schools
FUND: General
BUDGET UNIT: AAA SCL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	2,850,040	-	2,850,040
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	61,797	-	61,797
Subtotal	-	61,797	-	61,797
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	(64,579)	-	(64,579)
TOTAL BASE BUDGET	-	2,847,258	-	2,847,258
Department Recommended Funded Adjustments	-	(71,994)	-	(71,994)
TOTAL 2004-05 PROPOSED BUDGET	-	2,775,264	-	2,775,264



SCHEDULE B

DEPARTMENT: County Schools
 FUND: General
 BUDGET UNIT: AAA SCL

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction of contribution to Superintendent of Schools and utility costs.	-	(64,579)	-	(64,579)
Total	-	(64,579)	-	(64,579)

SCHEDULE C

DEPARTMENT: County Schools
 FUND: General
 BUDGET UNIT: AAA SCL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction of utility costs based on recent trends.	-	(71,994)	-	(71,994)
Total	-	(71,994)	-	(71,994)

